

# Village of Carpentersville, Illinois

## Fiscal Year 2021 Budget January 1, 2021 - December 31, 2021



The Village of Carpentersville is committed to providing to its citizens the best possible health, safety, and public service to allow for balanced growth with effective financial management and planning.

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## OVERVIEW



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Carpentersville  
Illinois**

For the Fiscal Year Beginning

**January 1, 2020**

*Christopher P. Morrill*

Executive Director



## **MISSION STATEMENT**

THE VILLAGE OF CARPENTERSVILLE IS COMMITTED TO PROVIDING TO ITS CITIZENS THE BEST POSSIBLE HEALTH, SAFETY, AND PUBLIC SERVICE TO ALLOW FOR BALANCED GROWTH WITH EFFECTIVE FINANCIAL MANAGEMENT AND PLANNING

*Building a Better Tomorrow...  
Today*

The Village's mission statement serves as the overarching guide to the successful operation of the Village and focuses on the following key areas: Customer Service, Public Safety, Financial Health and Planning.

The general principals for each key area noted above are intended to drive the direction of the Village and through the process of developing a Strategic Plan, the Village Board and management then work to implement specific goals and objectives over a five to ten year period that relate to each of these key areas and overarching principals.

Key areas and overarching principals that the Village Board and management will abide by in setting the next Strategic Plan are as follows:

**Customer Service:**

- Continually seek methods to improve customer service and maintain an environment that promotes engagement with the community

**Public Safety:**

- Provide the highest level of public safety services to the community, including residents and business owners

**Financial Health:**

- Operate the Village in a financially responsible manner that maintains service levels to customers in a cost-effective environment

**Planning:**

- Ensure that decisions are made to ensure the future vitality of the Village, including investments in infrastructure and economic development

**VILLAGE OF CARPENTERSVILLE, IL**  
**FISCAL YEAR 2021 BUDGET**  
**JANUARY 1, 2021 – DECEMBER 31, 2021**

**Village President**  
John Skillman

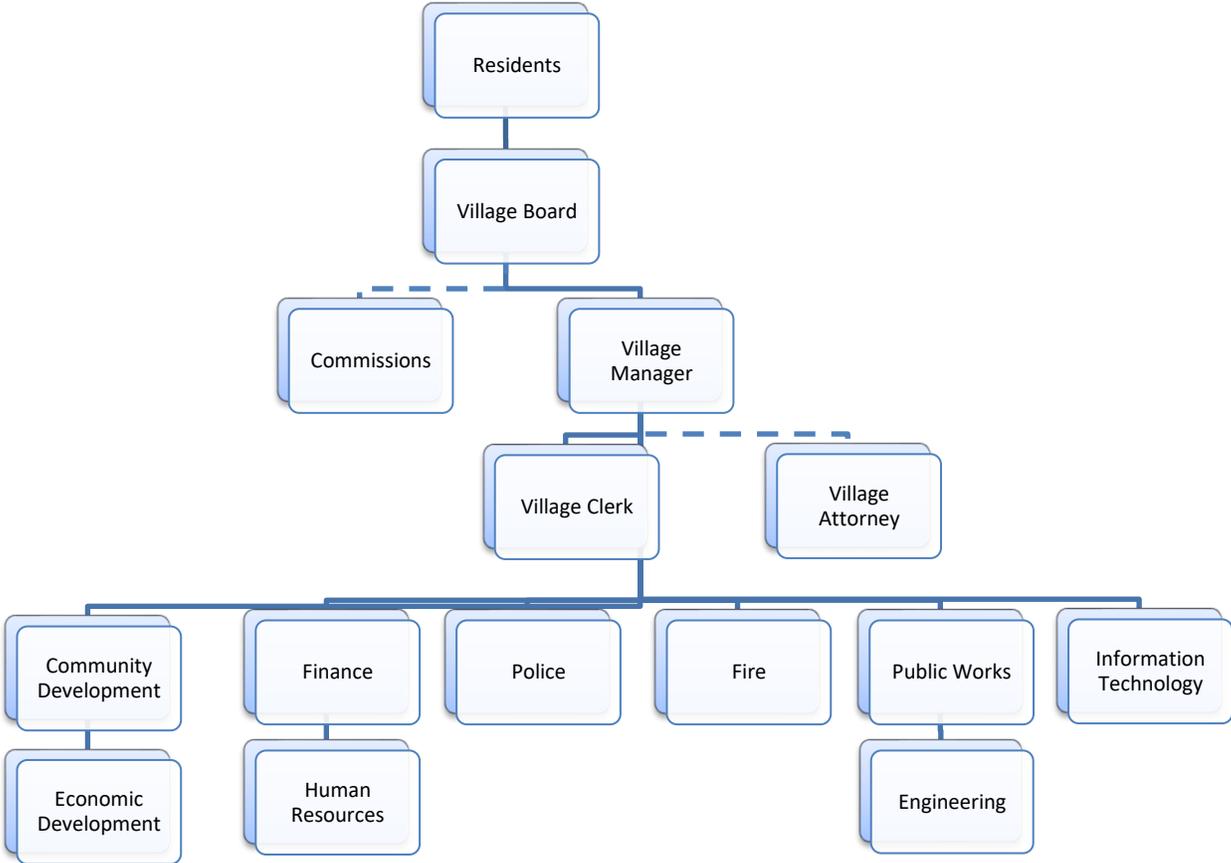
**Village Manager**  
Eric Johnson

**Board of Trustees**  
Jeff Frost  
Roberta Andresen  
Jim Malone  
John O’Sullivan  
Humberto Garcia  
Maria Vela

**Village Clerk**  
Kelly Mastera

**Department Directors**  
Kevin Gray, *Director of Public Works*  
Michael DuCharme, *Director of Finance*  
Tanya Walker, *Assistant Finance Director*  
Kevin Roberts, *Director of Information Technology*  
Michael Kilbourne, *Police Chief*  
John-Paul Schilling, *Fire Chief*

ORGANIZATIONAL CHART





1200 L.W. Besinger Drive | Carpentersville, IL 60110  
Telephone (847) 551-3478 | Fax (847) 426-0864

**TO:** Village President and Board of Trustees

**FROM:** Eric Johnson, Village Manager  
Michael DuCharme, Finance Director

**DATE:** February 28, 2021

**RE:** Letter of Transmittal – FY 2021 Budget

We are pleased to present to you the FY 2021 budget covering the period from January 1 – December 31, 2021 for the Village of Carpentersville. This budget incorporates the total program of Village expenditures and supporting revenues for the coming year, working to continue to keep fund balance reserves at the recommended levels set forth by the Village Board. The operating and capital budgets contained herein have been prepared in accordance with Illinois statutes, the Village Municipal Code, and generally accepted accounting principles.

The FY 2021 budget is based upon the Village Board's direction as set forth in the following Mission Statement:

**"The Village of Carpentersville is committed to providing to its Citizens the best possible health, safety, and public service to allow for balanced growth with effective financial management and planning."**

The budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by the Village. Details of the budget can be found in the pages immediately following this message.

The annual budget is prepared under the direction of the Village Manager. Each department director formulates that segment of the budget related to his or her department, presents it to the Village Manager and the Finance Director, and then makes revisions as necessary or recommended. After revenue and expenditure estimates are finalized, the full draft budget is then thoroughly reviewed by the Audit and Finance Commission.

If necessary, further revisions are made, and the budget is recommended by the Commission to the Board. Finally, the recommended budget is offered for comment at a public hearing and subsequent adoption by the Village President and Board of Trustees.

### **BUDGET PROCESS**

Budgets are legally adopted on a basis consistent with generally accepted accounting principles (GAAP) except that property taxes are budgeted as revenue in the year following the year for which they are levied. For example, the 2020 levy is budgeted as revenue in 2021.

The financial information of general governmental type funds is prepared on a modified accrual basis. This means that revenues are usually recorded when they become available and measurable while expenditures are recorded when the liability has been incurred.

The Water and Sewer Fund, which is an enterprise fund, is reported on a full accrual basis. Not only are expenses recognized when a commitment is made but revenues are also recognized when they are obligated to the Village (for example, water user fees are recognized as revenue when bills are produced).

Further information on the budget process can be found in the Village's financial policies, including when and how the budget is passed.

The Village's budget was prepared using a target-based approach. There are two reasons for using this process: first, to provide elected officials with a variety of program and service options; and second, to reevaluate the benefits of funding particular service requests.

The following steps were employed in the development of the budget:

- 1) Revenues for the General Fund and the Water and Sewer Fund were estimated.
- 2) A target level expenditure base was established for all departments within the General Fund and the Water & Sewer Fund. Target level is defined as the amount necessary to provide the same or lesser level of service as last year, with no new programs, staff or one-time capital outlays.
- 3) The department directors made additional requests during review meetings with the Village Manager and the Finance Director. If expanded service levels or programs were approved by the Village Manager and the Audit and Finance Commission, those services and programs were added to the Target Level budget.
- 4) Budgets were also prepared for all special revenue, internal service, debt service, permanent, enterprise, and capital project funds. All new requests for Capital expenditures in the Capital Equipment Replacement Fund (CERF) and Capital Improvements Fund (CIP) were presented to and reviewed by the Audit and Finance Commission.

The FY 2021 proposed Operating and Capital Budget will enable the Village of Carpentersville to provide essential services to meet the Village Board’s goals and objectives. The FY 2021 proposed expenditures and supporting revenues continue to keep fund balance reserves at the recommended levels in the policies set forth by the Village Board.

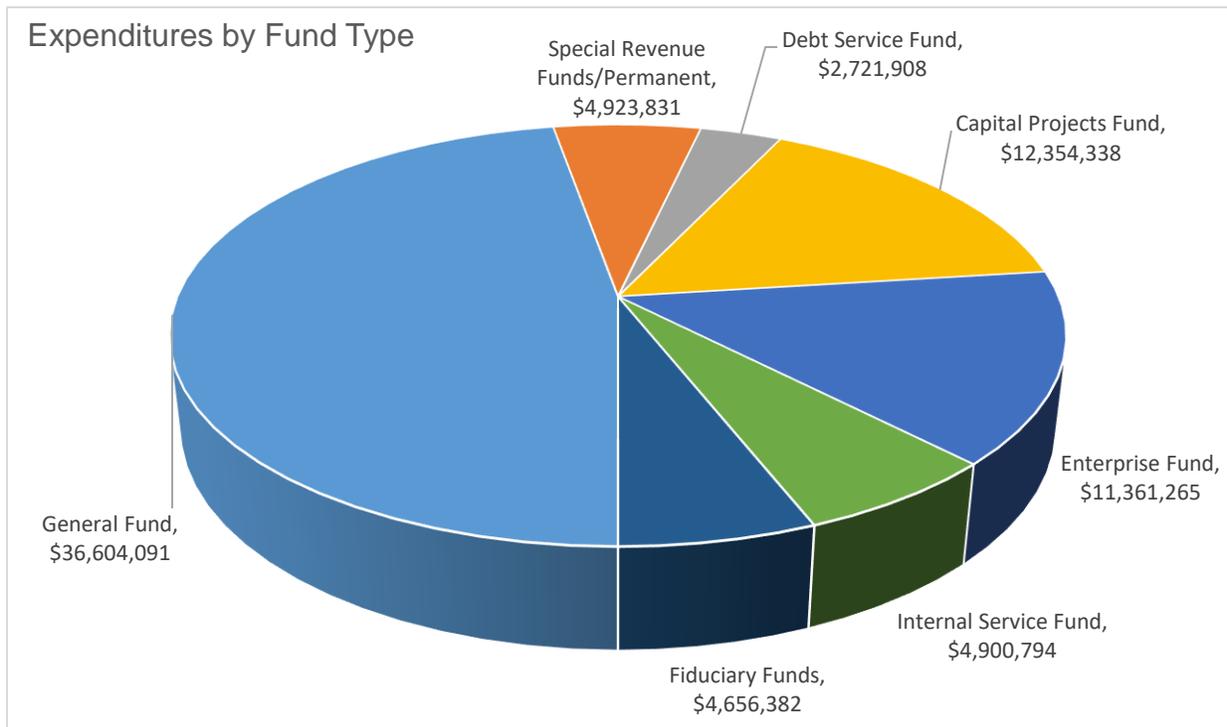
Village Management strives for a structurally balanced budget which supports financial sustainability for the foreseeable future. The Village has adopted policies for the funds to achieve and maintain a structurally balanced budget where operating revenues are equal to or more than the operating expenditures. Some of the policies include the following:

- 1) The Village Code requires a balanced annual budget.
- 2) The use of reserve funds to finance current operating expenditures shall be avoided and only used after being carefully considered.
- 3) Limit the use of General Fund Unassigned fund balance reserve to nonrecurring operating or capital expenditures.

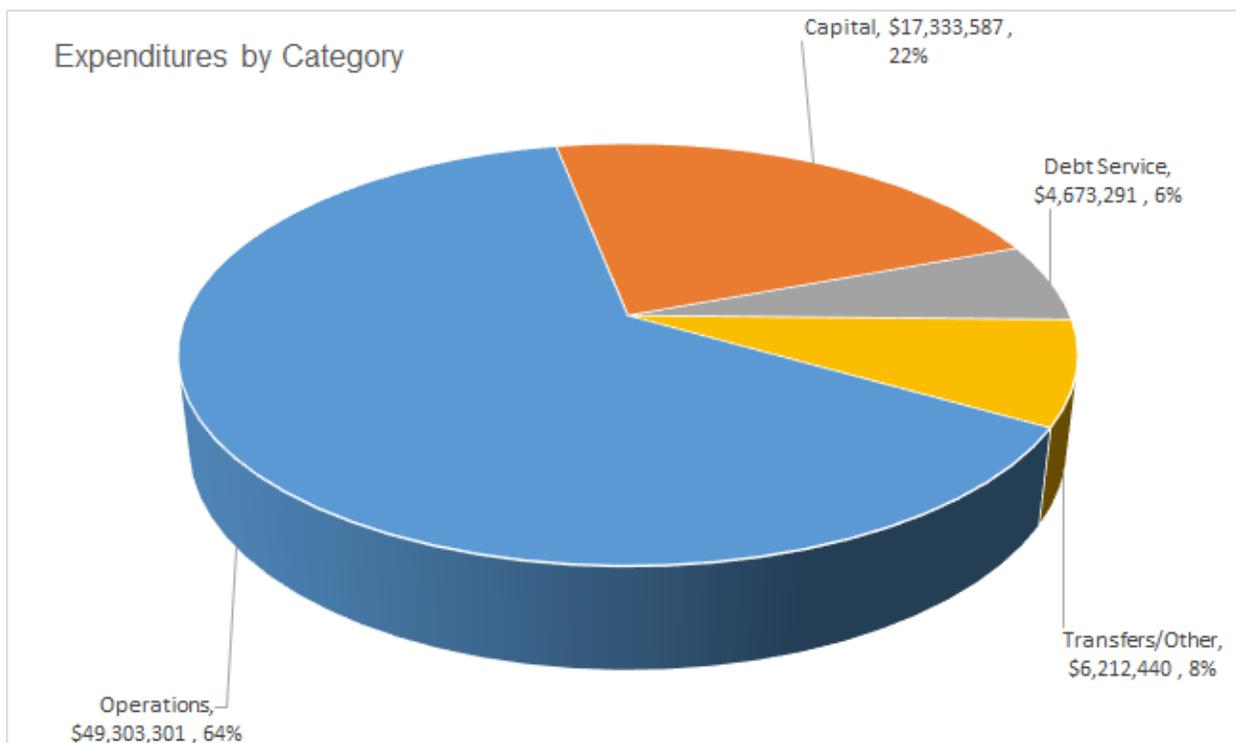
All financial policies including the Budget policy are detailed later in this budget.

**BUDGET OVERVIEW**

Presented below are summary pie charts, which include overall Fiscal Year 2021 expenditures by fund and category:



The FY 2021 budget totals \$77,522,619 in expenditures for all funds. The operating budget is comprised of Personnel Services and Benefits, Contractual Services, Commodities & Supplies. Capital Outlays including Vehicles and Equipment, Debt Service payments of Principal and Interest, and Interfund Transfers are non-operating in nature.



Of the operations budget, \$33,343,265.20 is budgeted for personnel services and benefits, representing roughly 43% of the total budget and 72% of the operating budget. An additional \$12,015,388 is budgeted for contractual services, which includes items such as liability and worker’s compensation insurance, consulting services, and residential refuse collection. Contractual service costs represent the third largest portion (15%) of the total budget. Commodities total \$3,944,547 and represent 5% of the total budget. These categories include items such as small tools and equipment for building repairs, computer software and upgrades, office and operating supplies, uniforms, and janitorial products.

Interfund transfers total \$6,212,440. Some of the transfers include \$1,604,161 from the General Fund to the CERF Fund for capital equipment and vehicle purchases, \$3,899,129 from the General Fund to the Capital Improvement Fund to support capital outlay projects for the year. Transfers from the General Fund and Motor Fuel Tax Fund (MFT) are made to the Debt Service fund to provide for bond payments.

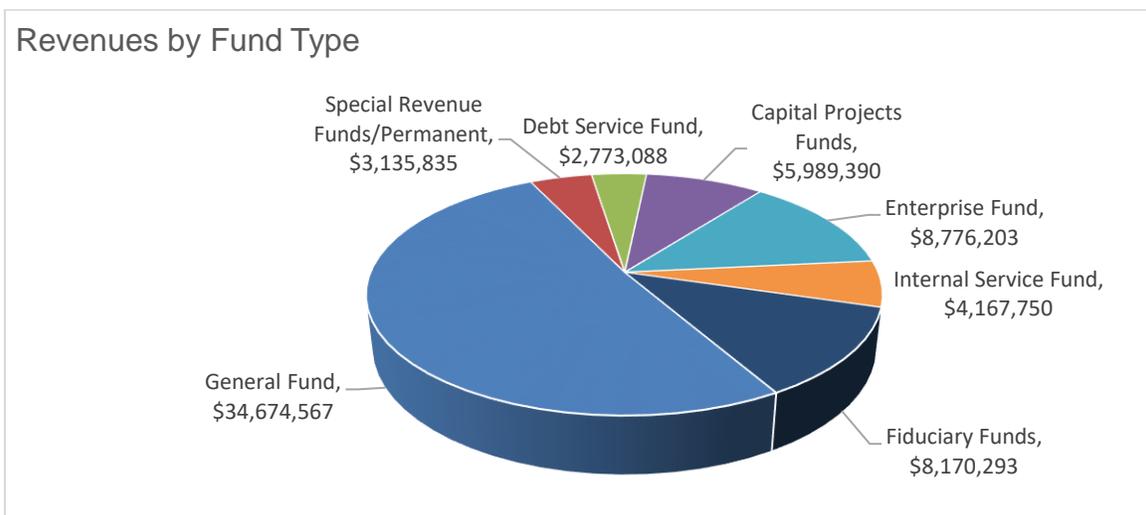
Principal, interest, and agent fees for the Village’s outstanding debt are budgeted at \$4,673,291. Of that amount, \$2,026,938 is supported by the Village’s property tax levy. The remaining debt service is paid by the Village’s Water and Sewer Fund, and transfers from the General Fund and MFT Fund. Finally, the budget includes \$17,333,587 for

capital improvements and capital outlay, including street, water, and sewer system infrastructure, building improvements, and vehicle replacements.

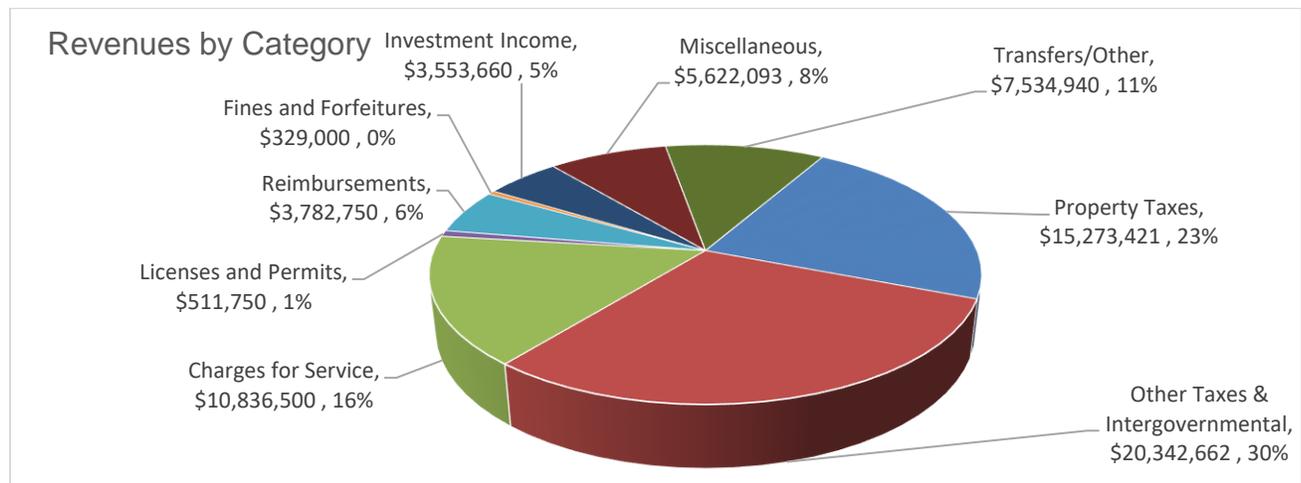
The FY 2021 budget includes \$10,788,401 in capital expenditures for projects in the Capital Equipment Replacement Fund (CERF) and \$1,565,937 in the Capital Improvement program (CIP) Fund. The Water and Sewer Fund includes \$2,786,761 for various projects.

Presented below are summary pie charts, which include revenues by Fund and category:

**REVENUES – All Funds**



As previously noted, the General Fund has the largest amount of revenues, followed by the Water and Sewer Fund.



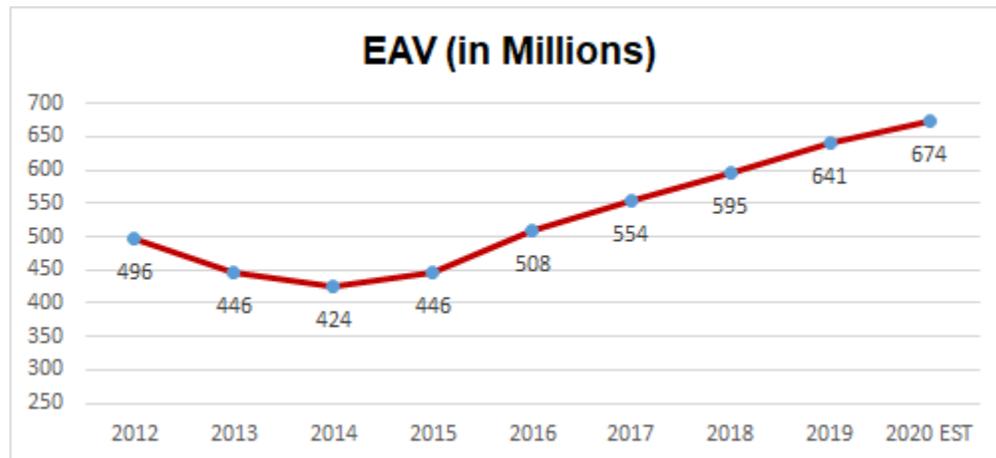
The Village’s largest revenue sources are other taxes and intergovernmental. The major components of this category are sales and income tax, followed by intergovernmental grants.

Property Taxes represent 17% of the Village’s total revenue budget. Below is a table with the last 5 years of Property Tax Levy information:

TAX LEVIES						
Levy Year	Fiscal Year	Corporate	Debt Service	Police Pension	Fire Pension	Total
2016	2017	7,475,000	1,901,495	2,615,965	1,213,828	13,206,288
2017	2018	7,475,000	1,890,031	2,592,631	1,245,102	13,202,764
2018	2019	7,475,000	2,213,433	2,592,631	1,245,102	13,526,166
2019	2020	7,475,000	2,213,433	2,592,631	1,245,102	13,526,166
2020	2021	7,649,000	2,026,938	2,592,631	1,245,102	13,513,671

The Village continues to make a concentrated effort to keep the overall tax levy flat. The Corporate levy increased in 2020 to factor in the new growth from the expiration of TIF # 1 in 2020 which added an additional \$7 million + to the Village's overall EAV. This increase was offset by a reduction in the Debt Service levy due to the successful refunding of the 2010 Bonds. The pension levies for both the Police and Fire Pension Funds remain flat for the fourth consecutive year.

As noted below, the Village has experienced 5 years in a row of positive EAV increases.



Total EAV for 2019 was \$641 million. The Village expects total EAV for 2020 to be close to \$674 million, reflecting a roughly 8% increase in EAV. The Village remains hopeful that the increases in EAV will continue in future years.

## GENERAL FUND

The General Fund is the largest in terms of dollars and is primarily used for village operations.

### GENERAL FUND EXPENDITURE ASSUMPTIONS

For FY 2021, total budgeted General Fund expenditures are \$36,604,091 including outgoing Interfund transfers. Aside from the annual increases in contractual labor increases and contractual service agreements, the operating transfers to the Capital Improvements Fund and CERF in total decreased when compared to 2020. These transfers are required to meet future capital needs of the Village in compliance with the Village's 25% General Fund Fund balance policy.

A few notable items were considered in order to continue maintaining service levels while maintaining efficient operations:

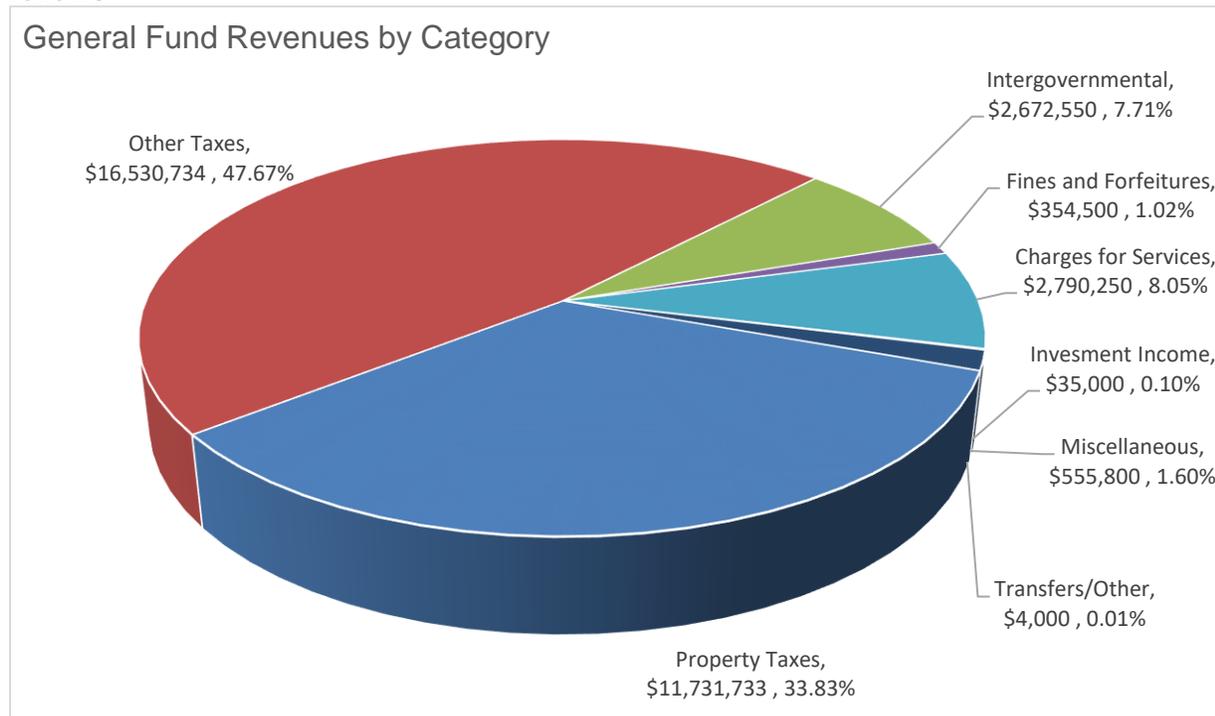
- Pursue available grants when possible, leveraging Village funds.
- Transfer dollars from the General Fund and other funds to the Debt Service Fund to lower the Debt Service Tax levy.
- Continue to transfer dollars from the General Fund to the Capital Equipment Replacement Fund (\$1,900,000 for FY 2021 budget) to replace vehicles and equipment in a timely manner.
- Incorporate Village Board goals and objectives throughout the year, tracking with metrics for the budget process.
- Dedicate 25% of the total Telecommunication Tax Revenue (\$90,000) to the Capital Equipment Replacement Fund in an ongoing effort to build up a reserve for future capital equipment purchases.

Again, the focus of the budget process has been to address both today's needs while also addressing future known costs in a sustainable manner with a smaller present-value investment.

### GENERAL FUND REVENUE ASSUMPTIONS

The FY 2021 General Fund budget is based upon projected revenues from taxes, fees, and other sources totaling \$34,674,567. This represents an increase of \$2,077,200 (6.0%) from budgeted revenues of \$32,597,367 for FY 2020. The change is mainly due to an increase in income tax, combined with an increase in projected revenues from Sales Tax and Home Rule Sales Tax, as well as interest income.

Several major categories of General Fund revenues are described in greater detail as follows:



**Property Tax** – The property tax levy is the largest source of revenue for the Village’s General Fund, comprising 35-40% of all receipts on an annual basis. The Village Board approves a tax levy in December of each year, and, the following year, the Kane County Treasurer collects the funds and remits them to the Village. The corporate property tax levy that goes to the General Fund to support daily operations in FY 2021 is \$7,649,000 while the portion of the levy that goes to the Police and Fire pensions was unchanged in FY 2021 at \$3,837,733.

**State & Home Rule Sales Tax** – Sales tax represents 26.2% of total General Fund revenue and reflects Carpentersville’s 1% share of the State sales tax rate and 2% home rule sales tax rate. All sales tax revenues are allocated to the General Fund to support the Village’s day-to-day operations. Sales tax proceeds are collected by the State of Illinois and remitted to the Village monthly.

As the economy improves, actual revenues in the current year will generally increase above the budgeted amounts. The Village staff expects to continue this trend in fiscal year 2021.

**State Income Tax** – State Income Tax is the third largest source, 10.8%, of General Fund revenue. As with sales tax, income taxes are collected by the State of Illinois and distributed to the Village. Income Tax is distributed on a per capita basis. The FY 2021 budget for income tax revenue is \$3,769,100 which is \$119,100 higher than the FY 2020 budgeted number of \$3,650,000.

**WATER AND SEWER FUND**

The Water and Sewer Fund is used to account for the provision of water and sewer services to the residents of the Village.

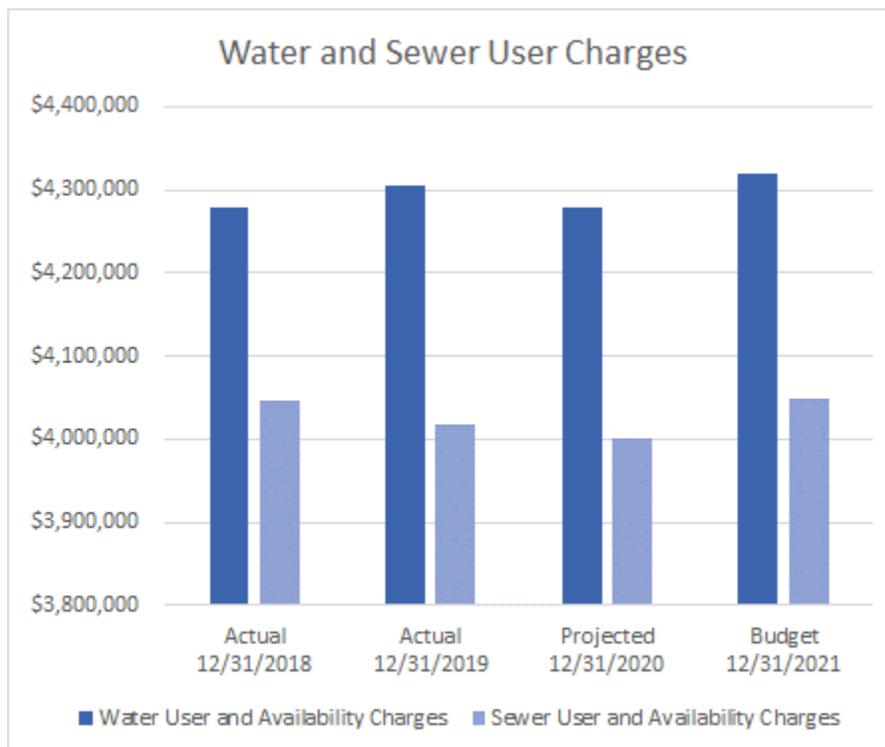
**WATER AND SEWER FUND EXPENDITURE ASSUMPTIONS**

Anticipated expenditures in the FY 2021 budget are \$11,361,275, while budgeted revenues are only \$8,776,203. Fund balance reserves of \$2,199,417 are being used to balance the revenues and expenditures. The Village of Carpentersville has taken several measures to maintain sufficient operating revenue and reduce operating costs when possible. For example, to reduce costs, the Village implemented corrective action to reduce water loss in the system, including improvements to water/sewer infrastructure such as pipe lining and fixing leaks. A Water and Sewer rate study is planned for 2021 to ensure that current water and sewer rates continue to cover the costs of operating the water and sewer system as well covering the cost of planned as well as required capital expenditures.

**WATER AND SEWER FUND REVENUE ASSUMPTIONS**

Projected revenues for FY 2020 are \$8,700,943 which is \$18,525 less than the budgeted amount of \$8,719,468. The Village is anticipating a slight increase in revenues for 2021 for a total of \$8,776,203 budgeted.

Below is a comparison of major water and sewer revenues:



**OTHER MAJOR FUND EXPENDITURES**

The Carpentersville budget includes other funds that account for specific programs or projects, including capital improvements/projects, Debt Service, MFT, Tax Increment Financing Districts (TIFs), Special Service Areas (SSAs), and Police and Fire Pension Funds.

**Capital Projects** – FY 2021 budget includes \$12,353,978 in capital expenditures for projects in the CERF and CIP Funds. Major projects include Village Hall improvements, and various stormwater and roadway improvements.

**Debt Service** – The General Obligation principal and interest debt payments for FY 2021 are budgeted at \$2,721,908. Of that amount, only \$2,026,938 is supported by the property tax levy and budgeted in the Debt Service Fund; the remaining amount will be paid by other revenue streams such as local motor fuel tax, MFT and General Fund transfers.

**MFT Fund** – Budgeted expenditures in the MFT Fund total \$2,227,010. This includes funding for street light power, asphalt, road salt, and debt service on the 2014 bond issue.

**TIF Funds** – The Village has three TIF Funds included in the budget. TIF #3, the Meadowdale-Route 25 TIF, includes budgeted expenditures of \$5,251. TIF #4, created for partial rehabilitation of the Spring Hill Center for Commerce and Industry, includes budgeted expenditures of \$284. TIF #5, Old Town TIF, created for infrastructure improvements within the Old Town area, includes budgeted expenditures of \$2,599,054.

**Police and Fire Pension Funds** – Contributions to the Police and Fire Pension Funds consist primarily of employee payroll deductions and the Village's annual required contribution which is funded through the tax levy. An independent actuary determines the Village's contribution by annually reviewing actuarial assumptions and the Funds' financial position. The Village Board annually approves a property tax levy, which provides the employer's contribution to meet the required pension contribution.

The current budget includes a levy for the Police Pension Fund of \$2,592,631, which is the same amount as the prior year levy. It also includes a levy contribution to the Fire Pension Fund of \$1,245,102, which is also the same amount as the prior levy year. Employee contributions to the Police and Fire Pension Funds are budgeted at \$588,600 and \$307,500, respectively.

FUTURE OUTLOOK

As we look into the future, there are many challenges not only for the Village of Carpentersville but also for most other municipalities. The Village, like all units of local government in Illinois, was impacted by the state. As a part of their budget balancing act, the State Government decided to reduce the Local Government Distributive Fund (LGDF) revenues by 10% in the State’s FY2018 Budget and reduced that to 5% in the State’s FY2019 Budget, thus the Village reported a slight increase in income taxes for FY 2019. The Village is anticipating an increase in income taxes for the FY 2021 based on the estimates received from the Illinois Municipal League. As of this writing we have not been apprised of any potential change in funding from the State of Illinois based on the impact of the pandemic and its impact on the State of Illinois Budget.

Despite economic volatility, the Village Board and Staff have consistently adhered to a rigorous review of fiscal policies and best practices established by the Illinois Municipal League and the Government Finance Officers Association (GFOA) to implement operational efficiencies whenever possible despite never losing focus on delivering the best quality service to our Residents and Businesses. This has contributed to our strong financial position and AA3 bond rating, a GFOA Comprehensive Annual Financial Report award and a GFOA Distinguished Budget Presentation Award.

The Village has committed to investing in infrastructure improvements over a period of several years. Some of the major projects are stormwater and roadway improvements, as well as Village Hall improvements. The funding for these projects comes from 2014 General Obligation Bonds, Local grants, State grants, Federal grants, TIF dollars, and transfers of fund balance from the General Fund as directed by the Board.

In closing, we would like to express our appreciation to the Village Board and members of the Audit and Finance Commission for their attendance at many meetings and review sessions and to Village staff who worked long hours identifying departmental needs and preparing budget proposals based upon these needs. We would also like to thank the Department Directors and their staff for their assistance in the budget process.

Respectfully submitted,

  
Eric Johnson, Village Manager

  
Michael DuCharme, Finance Director



**FISCAL YEAR ENDING (FYE) DECEMBER 31, 2021 BUDGET  
CALENDAR**

<b>Tuesday, October 19, 2020</b>	<b>First budgets due to Finance – All departments</b>
<b>Tuesday, October 27, 2020</b>	<b>Audit and Finance Commission Meeting</b> - Discussion of 2021 Budget including year-end projections related to 2020 Budget. Department presentations including Capital Improvement Fund and CERF.
<b>Tuesday, November 3, 2020</b>	<b>Board Meeting</b> –Presentation of the 2021 Operating and Capital Budgets with Estimated Tax Levy.
<b>Tuesday, December 1, 2020</b>	<b>Board Meeting</b> – Public Hearing - Budget and Tax Levy ordinance approval

## FINANCIAL MANAGEMENT POLICIES

### Purpose

These recommended financial policies have been formulated to insure the continued financial health of the Village. The objectives of these policies are to assist the Village Board and Village Management staff in making budgetary decisions based upon sound financial principals. These policies are not intended to be comprehensive or exhaustive. They are intended to establish a solid foundation for the financial management of the Village. Staff shall work within the context of these policies while continuing to explore lawful, creative and insightful financial recommendations to present to the Corporate Authorities of the Village for their consideration and possible implementation. The cornerstone of these policies and future financial recommendations shall be maintaining comprehensive and sound fiscal management of all village economic resources.

### Budget Policy

The Village Manager shall submit an annual budget to the Village Board which is within the Village's ability to pay. The annual budget shall provide for the following:

Management shall prepare a draft of the annual budget for review by the Audit and Finance Commission not less than 60 days prior to the end of the fiscal year. The recommended budget shall be submitted to the Village Board of Trustees not less than 45 days prior to the end of each fiscal year.

The annual budget shall effectively communicate meaningful and understandable information to the Village residents, Village Board, Village Staff, and other readers.

The annual budget shall be monitored on a monthly basis. Revenue and expenditure budget reports shall be prepared and made available to Village management staff for departmental review on a monthly basis. A quarterly budget summary report (Treasurer's Report) shall be presented to the Village Board.

The annual budget shall allow for the implementation of as many of the Village Board's goals and objectives as financially possible.

The annual budget shall provide for the adequate funding of all pensions plans (IMRF, Police Pension Fund, and Firefighters Pension Fund). An independent actuary shall be used to determine the annual Village contributions to the Police Pension Fund and the Firefighters Pension Fund and determine if these pension funds are adequately funded.

The annual budget shall provide funding for the adequate maintenance of municipal equipment, municipal facilities, and infrastructure.

The annual budget shall set aside-adequate funding (pay-as-you-go funding) for the replacement of major equipment. Annual funding (depreciation funding) for these replacements will eliminate major expenditure jumps in the annual budget when these acquisitions are made.

During the budget process, the Village will assess the need for contingency funds to be included in the budget to fund unanticipated expenditures that might arise.

The annual budget shall finance current operating expenditures, excluding major capital expenditures, with current revenues. The use of reserve funds to finance current operating expenditures shall be carefully considered and avoided if possible.

Limit the use of the General Fund unassigned fund balance reserve to nonrecurring operating or capital expenditures.

The Village's basis of budgeting is modified accrual (the same as the annual audited financial statements). Operating expenditures in the Village's general, special revenue, debt service and capital projects funds represent the total budgeted expenditures for the year less any debt service and capital outlay related expenditures. Operating expenses in the Village's enterprise and internal service funds includes total budgeted expenses (including depreciation and debt service payments).

#### **Budget Amendment:**

Pursuant to Village Ordinance the budget may be amended in the following manner:

-Board approval of budget amendments is necessary only when expenditures exceed the approved budget at the fund level. The Village Manager or his designee has the authority to delete, add, change or create line item accounts and other subclasses within divisions or departments and divisions and departments themselves. In addition, departments can transfer previously budgeted amounts between line item accounts, divisions and departments within the same fund. In no case shall the approved budget be increased or decreased without Board approval.

-With the Village Board approval, the annual budget may be revised by deleting, adding to, or changing line item accounts within divisions or departments and divisions and departments themselves. In addition, the Board may authorize transferring budgeted dollar amounts between funds.

#### **Reserve and Fund Balance Policy**

The purpose of this policy is to enhance long-term financial planning and to mitigate the risks associated with changes in revenues due to economic and local market conditions. These policies also aim to assist in the allocation of sufficient monies for the purchase of capital equipment and construction of capital improvements, and unanticipated expenditures that may occur.

The below listed policies refer to the fund balance or cash reserve level at the end of the fiscal year, December 31. The Finance Department monitors these reserve levels and informs the Village Manager of significant changes that occur and the potential effect on funding future operations.

### **Definitions**

**Fund Balance** - The difference between assets and liabilities in a Governmental Fund.

**Nonspendable Fund Balance** – Amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact.

**Restricted Fund Balance** – Amounts that can be spent only for specific purposes because of Village, State, or Federal laws, or externally imposed conditions by grantors or creditors.

**Committed Fund Balance** – Amounts that can be used only for specific purposes determined by a formal action by Village Board Ordinance. These amounts cannot be used for any other purpose unless the Village Board takes the same action to remove or change the restraint.

**Assigned Fund Balance** – Amounts the Village intends to use for a specific purpose as determined by the Village Manager.

**Unassigned Fund Balance** – Amounts not included in other spendable classifications.

**Balanced Budget** – the Village operates under the policy of a balanced operating budget. Normally, operating expenditures are less than operating revenues such as non-debt service property taxes, other taxes, intergovernmental revenues, fees and charges for services. Surplus from operations funds a portion, if not all, of ongoing capital improvement needs. A total budget deficit will only be the result of discretionary spending approved by the Board for capital improvements.

### **Policies for Key Funds**

**General Fund** – The Village will strive to maintain a minimum total fund balance of 25% of annual operating expenditures. Any fund balance over 25% of next year's budgeted operating expenditures may be transferred to the Capital Projects Fund at the end of the year with the Board approval. This transfer will be done provided sufficient cash is available in the General Fund for operating expenditures.

**Motor Fuel Tax Fund** – The Village will strive to maintain a minimum restricted fund balance in the Motor Fuel Tax Fund equal to 25% of annual MFT allotments (monthly MFT distributions excluding High Growth allotments and reimbursements). This level is necessary to provide for the payment of expenditures related to the Village's MFT maintenance program and debt service requirements.

Waterworks & Sewerage Fund – The Village will strive to maintain a cash and investments reserve level equal to 30% of next year’s budgeted operating expenses. In addition, the Village shall responsibly plan for future capital improvements to be paid from cash reserves by gradually increasing the reserve level on an annual basis. Annual budgets will be adopted which will replenish the reserve balance to appropriate levels after any drawdown.

Capital Equipment Replacement Fund – The Village will strive to maintain a committed fund balance equal to the amount identified in the Village’s purchase and replacement of capital equipment plan for the following fiscal year. The fund balance is necessary to provide sufficient monies for the replacement of major capital equipment in accordance with the annual replacement schedule.

General Guiding Statement – This policy may be amended from time-to-time according to the wishes of the Village Board of Trustees. The Village will spend the most restricted dollars before the less restricted, in the following order:

- 1) Non-spendable (if funds become spendable),
- 2) Restricted
- 3) Committed
- 4) Assigned
- 5) Unassigned

### **Revenue and Expenditure Policy**

Revenues – The Village desires to maintain a diversified and stable revenue base to reduce the impacts of fluctuations in any one revenue source. The revenue mix combines elastic and inelastic revenue sources to minimize the effects of an economic downturn. The Village also incorporates the following principles related to revenues as it furthers its financial planning and fulfills its fiscal responsibilities:

The Village prefers to keep its property tax rate as low as possible. The following components should be followed in priority order each year when establishing the property tax levy:

- 1) Levy for general obligation bond principal and interest less abatements.
- 2) Levy for Police, and Fire pensions per actuary calculations. If the actuarial reports indicated a higher employer contribution is needed, said increase will need to be added to the Village’s overall previous year levy request to avoid underfunding problems.
- 3) Levy to support General Fund operations including Police, Fire, Public Works, Community Development, Finance, Human Resources, I.T. and Administration. The annual increase for this component should not exceed the rate of inflation.
- 4) Levy to fund additional personnel as determined by the Village Board.

User charges and tap-on fees will be sufficient to finance all operating (including depreciation) and debt service costs for the Waterworks and Sewerage Fund.

The Village Manager shall impose spending limits if, in his/her judgment, revenues will be below original estimates. Staff shall review and monitor on a monthly basis expenditures to assure control of spending within available revenues. Quarterly financial reports will be prepared and available to the Village Board by the end of the following month.

The following one-time revenues will be set aside in the Capital Equipment Replacement Fund and used to finance long-term capital equipment replacements.

- Proceeds from the Sale of Property/Equipment
- Bulletproof vest grant revenues
- 1.5% of the 6% rate for Simplified Telecommunication Tax revenue

Ongoing transfers will be made from the General Fund to the Capital Equipment Replacement fund on an annual basis to help plan for the purchasing of large capital equipment needs.

Expenditures – The Village will strive to adhere to the following policies:

The Village will consistently budget the minimum level of expenditures which will provide for the public well-being and safety of the residents and businesses of the community.

Expenditures will be within the confines of generated revenue. Fund balances will not be used to pay for operating expenditures except in the case of emergencies and after careful consideration.

### **Accounting, Auditing, and Financial Reporting Policy**

The Village shall have an annual audit conducted on its financial records by a qualified, independent public accounting firm. The Village shall request proposals from qualified independent accounting firms to conduct the annual audit of its financial statements every six years by the use of a request for proposal (RFP) process. In accordance with Government Finance Officers Association's (GFOA's) Best Practice guidelines the current auditors can be included in the RFP process, however it is recommended changing the audit team if the same firm came in with the best proposal.

The annual audit shall be conducted on an annual basis to be completed and filed within six months after the end of each fiscal year.

The Village shall submit its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.

The Village's financial statements shall be prepared according to generally-accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).

The Village shall contract with an independent actuary to determine the Village's annual contribution to the Police and Fire Pension Funds.

### **Debt Policy**

The Village is a home rule municipality. Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statutes governs computation of the legal debt margin. "The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property...(2) if its population is more than 25,000 and less than 50,000 an aggregate of one per cent:...indebtedness which is outstanding on the effective date (July 1, 1971) of this constitution or which is thereafter approved by referendum...shall not be included in the foregoing percentage amounts."

To date, the General Assembly has set no limits for home rule municipalities.

The Village shall only incur debt for capital assets and/or capital projects. It has been the Village's practice not to incur debt for operating expenditures.

Although pay-as-you-go financing is the preferred method to finance capital projects, the Village shall explore all options in financing its capital improvement program, including grants, developer contributions, pay-as-you-go financing, and long-term debt paid by user charges or paid by Village-wide taxes.

The term of debt issued for capital improvement projects shall not exceed the project's useful life and generally will not exceed 20 years.

Whenever possible, the Village shall market its debt through competitive bid process.

### **Capital Equipment Replacement Fund**

The Village of Carpentersville has established the Capital Equipment Replacement Fund (CERF) to encourage departments to set aside funds each year for the eventual replacement of existing equipment and to avoid significant fluctuations in the operating budget from one year to the next. In order to build and maintain sufficient funds on hand to replace items at the end of their useful life, 1.5% of the 6% rate for Simplified Telecommunication tax revenue will be dedicated annually as well as, transfers by each department from the General Fund determined annually through the budget process. The remainder of this policy is intended to provide guidance as to how the CERF will operate.

The Capital Equipment Replacement Fund shall be used only to replace existing equipment owned by the Village. The fund shall not be used to purchase equipment not currently owned by the Village or as a means to circumvent the process for having new equipment approved by the Village Board. Requests for new equipment shall be made as part of the annual operating budget and must be approved by the Village Board before acquisition;

Only those items which individually have a replacement cost of more than \$10,000 or groups of similar equipment (e.g. personal computers, bullet proof vests, etc.) which, in the aggregate, exceed \$10,000 shall be included in the CERF.

Departments shall include individual items or groups of items with a value of less than \$10,000 in their annual operating budget;

The cost of items associated with new vehicles such as vehicle markings, light bars, radios and similar equipment shall be included in the replacement cost of the vehicle;

The replacement cost and useful life for each vehicle or technology related equipment will be re-evaluated by the individual departments on an annual basis. This re-evaluation may change the annual amounts that programs contribute for the replacement of each item. The Department Head, in consultation with the Village Manager and the Finance Director shall determine when a vehicle or equipment is due for replacement. Final capital asset replacement decisions using CERF monies will be discussed and approved by the Village Board as part of the annual budget process.

When CERF equipment is sold, the proceeds of the sale shall be credited to the CERF Fund.

From time to time, departments may be assigned previously used technology related equipment from within their department or another department in the Village. The Director of Information Technology, in consultation with the Department Head, shall recommend that such equipment be assigned to a department when it meets the department's needs and when doing so will help avoid the expense of purchasing new equipment. Consideration shall be given to the annual operating cost of maintaining the used equipment when deciding whether or not to continue using it. The Village Manager shall have the final say in determining whether or not previously used technology is assigned to a department.

### **Capital Asset Policy**

The Village shall establish and maintain capital asset records to comply with governmental financial reporting standards, to provide a basis for determining appropriate insurable values, and to establish responsibility for property control.

Capital assets shall include land, infrastructure, buildings, machinery, equipment, and vehicles with a life expectancy of more than one year, subject to the capitalization threshold below.

Infrastructure shall include roads (including curbs and gutters), bridges, water and sewer mains, right of ways, pumping stations, lift stations, traffic lights, and streetlights. These projects shall be accounted for separately within the Capital Improvement Fund (unless required to be accounted for in another fund - e.g. Water & Sewer, TIF, Motor Fuel Tax, etc.).

Certain items will not be capitalized, including: fences, entrance signs, tree plantings, burial of electrical lines, sidewalks, fountains, and parks.

Road projects shall be capitalized when the cost exceeds the capitalization threshold and the work materially extends the life of the street. All other street projects (e.g. surface treatment, patching, etc.) are considered maintenance and are not capitalized.

Water and sewer improvements will be capitalized when the project constructs additional infrastructure or replaces infrastructure and meets the capitalization threshold below. Repairs of water and sewer assets will only be capitalized when they materially extend the life of the original asset, and meet the capitalization threshold below.

The capitalization threshold or minimum value of an asset at the time of acquisition is established at \$10,000 on a per unit basis for machinery, equipment and vehicles, \$50,000 for buildings and improvements, \$100,000 for infrastructure, and \$1 for land and right of way.

Responsibility for control of assets rests with the operating department wherein the asset is located. The Director of Finance shall ensure that control over capital assets is maintained by establishing a capital asset inventory that is updated annually and documents all additions and deletions to the fixed asset records. Operating departments shall report the disposal or relocation of a capital asset promptly to the Director of Finance or his designee. Assets acquired during the year shall be recorded as an expenditure against the appropriate capital expenditure account, which shall be used for financial reporting purposes.

Assets shall be recorded in the capital asset inventory by using an appropriate description and by recording serial numbers where applicable. Tagging of assets will not be required.

Assets, which do not meet the definition of "capital assets" under this policy, but in the aggregate account for a substantial asset group, shall not be capitalized for financial accounting purposes. Rather, the responsible operating department shall maintain control of these assets using a system suitable for doing so.

Examples of asset groups (and the department responsible for them) which shall be inventoried and maintained separately from the Village’s fixed asset inventory include computers and related equipment (IT Department), guns (Police) and any other asset group identified by the Director of Finance.

All assets will be depreciated using the straight-line method of depreciation over the useful life of the asset. The Village will take a half year of depreciation in the year placed in service for all assets. The Director of Finance will assign useful lives to each asset according to the guidelines below.

Type of Asset	Useful Life
Buildings	30-50 Years
Vehicles and Equipment	5-20 Years
Land	Not Depreciated
Land Improvements	10-20 Years
Street Improvements (Residential)	17 Years (Surface), 50 Years (Base)
Street Improvements (Industrial)	12 Years (Surface), 40 Years (Base)
Water & Sewer Infrastructure	5-75 Years
Other Infrastructure	20-75 Years

**Journal Entry Policy**

The Village shall restrict manual journal entries to entry by either the assistant finance director or the accounting supervisor.

Non-standard entries will be prepared by the individuals within the finance department and approved by the assistant finance director or accounting supervisor. Balance sheet accounts are reconciled on a monthly basis by the accounting supervisor. Revenue and Expenditure year to date budget reports are reviewed by the assistant finance director and all department heads on a monthly basis.

All standard entries are reviewed by the assistant finance director through the bank reconciliation process. The accounting supervisor posts all journal entries and prepares the bank reconciliations and the assistant finance director reviews the bank reconciliations for appropriateness.

A sample of journal entries must be tested by the assistant finance director to ensure the journal entry is appropriate and there is adequate supporting documentation.

**Investment Policy**

**Scope**

This investment policy applies to the investment activities of the Village of Carpentersville. All financial assets of the Village, including the General Fund, Special Revenue Funds, Capital Project Funds, Debt Service Funds, Enterprise Funds, Trust and Agency Funds and other funds that may be created from time to time, shall be administered in accordance with the provisions of this Policy.

**Pooling of Funds**

Except for cash in certain restricted and special funds, the Village will consider consolidation of cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

**General Objectives**

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield:

**Safety**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

**Credit Risk**

The Village of Carpentersville will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the Village will do business
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

**Interest Rate Risk**

The Village of Carpentersville will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

**Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

**Yield**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relatively to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A declining credit security may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

**Standards of Care**Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from exceptions are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

Responsibility for the Investment Program/Delegation of Authority

The establishment of investment policies is the responsibility of the Village Board. Management and administrative responsibility for the investment program of the Village of Carpentersville is hereby delegated to the Finance Director who shall prepare and act in accordance with written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures include references to safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Finance Director may from time to time amend the written procedures in a manner not inconsistent with this Policy or with State law.

**Safekeeping and Custody**Financial Institutions

It shall be the policy of the Village of Carpentersville to select financial institutions on the following basis:

Security

The Village will not maintain funds in any financial institution that is not a member of the FDIC system. Furthermore, the Village of Carpentersville will not maintain funds in any financial institution not willing to post, or not capable of posting, required collateral for funds in excess of the FDIC insurable limits.

Size

The Village of Carpentersville will not maintain deposits in any financial institution in which the Village funds on deposit will exceed 75% of the institution's capital stock and surplus.

Location

The Village of Carpentersville shall encourage investment in financial institutions within the Village of Carpentersville whenever possible. However, the Board of Trustees may approve qualified depositories regardless of location.

### Statement of Condition

The Village of Carpentersville will maintain, for public and managerial inspection, current statements of condition for each financial institution named as depository. If, for any reason the information furnished is considered by the Finance Director to be insufficient, the Village may request additional data. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of Village funds.

### Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village of Carpentersville are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical-delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of telephone transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank or third party custodian

### Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

## Suitable and Authorized Investments

### Investment Types

Consistent with the GFOA Policy Statement State Statutes Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state law where applicable:

- U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
- Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances and commercial paper, rated in the highest tier (e.g., A-1, P-1, D-1, F-1 or higher) by a nationally recognized rating agency;
- Investment-grade obligations of state and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the foregoing;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities;
- Local government investment pools;
- Any other investment allowed by Illinois Compiled Statutes.

### Collateralization

It is the policy of the Village of Carpentersville to require that funds on deposit in excess of FDIC limits be secured by some form of collateral. The Village will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- Obligations of the Village of Carpentersville
- General Obligation Municipal Bonds rated "A" or better
- Letter of Credit issued by Federal Home Loan Bank

The amount of collateral provided will be not less than 05 percent of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be requested when the ratio declines below the level required and collateral will be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping by a third party depository designated by the Village of Carpentersville. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Carpentersville.

## **Repurchase Agreement**

Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

## **Investment Parameters**

### Diversification

The investments shall be diversified by:

- Limiting investments to avoid overconcentration of securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

### Maximum Maturities

To the extent possible, the Village of Carpentersville shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village of Carpentersville will not directly invest operating funds in securities maturing more than three (3) years from the date of purchase or in accordance with state and local statutes and ordinances. (The Village of Carpentersville shall adopt weighted average maturity limitations, consistent with the investment objectives.)

### Reporting Methods

The Finance Director will prepare an investment schedule monthly. This report should be provided to the legislative body. The report will indicate:

- Listing of individual securities held at the end of the reporting period by fund,
- Listing of investments by maturity date,
- Interest rate of each investment,
- Amortized book value of each investment,
- Par value of each investment.

### Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

Marking to Market

The market value of the portfolio shall be calculated at least annually.

**Policy Considerations**

Amendment

This policy shall be reviewed on an annual basis. Any changes must be recommended by the Finance Director and ultimately approved by the Village Board.

## **Purchasing Policy**

### **Section I - Overview Introduction/Statement of Policy**

The Village of Carpentersville is governed by both state laws and local ordinances with regards to purchasing policies and procedures. Many of these laws and ordinances have been enacted to conserve tax dollars and to protect the public from fraudulent practices. While laws and ordinances can help to achieve these goals, a higher public purchasing standard must be implemented to protect the public trust. The purchasing policies and procedures of the Village of Carpentersville have been developed with this standard as the highest priority.

The Village of Carpentersville has adopted the provision of Illinois Statutes commonly called the “Budget Officer Act” whereby an annual budget is adopted in lieu of an appropriation ordinance. The annual budget includes all Village operating units and is made up of line items for each object of expenditure. When adopted by the Mayor and Board of Trustees, the budget becomes the legal authorization to expend resources for providing Village services. Accordingly, all Village expenditures must be authorized in the approved budget or in a subsequent amendment.

The goal of the Village’s purchasing program is to obtain quality goods and services at the lowest possible price. The purpose of this manual is to establish guidelines to achieve this goal within the philosophy stated above. Therefore, the procedures contained in this manual will assist the Village Manager and Department Heads in procuring necessary goods and materials in a manner that is consistent with the highest standards of public service.

This purchasing manual provides guidelines and directions for the procurement of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within this manual will allow the Village to procure required supplies and services efficiently and economically. All purchasing by the Village will be in accordance with the Village Code, Village policy and Illinois law. Village employees are expected to conduct themselves in a manner which will lead to public confidence in the integrity of the Village’s procurement procedures.

The Village utilizes a decentralized purchasing process. Purchasing activities (specification preparation, bid reviews, telephone quotation solicitation, and requisition preparation) are the responsibility of each department and must be conducted within procedures established by this policy.

The Village will make every effort to purchase services, commodities, or materials from vendors located in Carpentersville if these vendors are competitive in price and quality.

The Village encourages the use of environmentally friendly products. Priority shall be given to these products provided the products are competitive in price and quality.

It shall be the policy of the Village to participate in joint purchasing cooperatives such as the Northwest Municipal Conference or State of Illinois joint purchasing programs to the extent such programs provide an economic advantage to the Village.

This manual is designed to be a fluid document and will be amended from time to time to conform to changes in legislation, technology and actual practice. Employees who need assistance with specific purchasing situations not covered by the Purchasing Manual should contact the Finance Director.

## Section II – Purchasing Policies

### Code of Ethics

All Village personnel engaged in purchasing and related activities shall conduct business matters with the highest level of integrity. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of residents and business owners of the community. Village employees are expected to conduct themselves in the following manner:

1. Ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations, and Village policies.
2. Not accept gifts or favors from current or potential suppliers, which might compromise the integrity of their purchasing function.
3. Specify generic descriptions of goods whenever possible in lieu of brand names when compiling specifications.
4. Never allow purchase orders for similar or like goods or services to be split into smaller orders to avoid required approval or in any manner that would circumvent this Policy or applicable law.
5. Purchase without favor or prejudice.
6. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their proposal or quotation and that any subsequent information is made available to all bidders.
7. Establish and maintain procedures to ensure that fair and equal consideration is given to each proposal or quotation received and selection is based upon the lowest total cost compliant bid.
8. Provide a prompt and courteous response to all inquiries from potential or existing suppliers.

It shall be the responsibility of the Village Manager or his designee to determine if a violation of this Code of Ethics has occurred and if any disciplinary action is necessary.

The letting of Public Works contracts shall be governed by the provisions of 65 ILCS 5/8-9-1 and the Village Code, Chapter 3.04. No purchases for personal use are permitted.

Section II – Purchasing Policies  
**Conflict of Interest Policy**

Except as may be disclosed to and permitted by the Village Board, it shall be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when:

1. The employee is contemporaneously employed by a bidder, vendor or contractor involved in the procurement transaction; or
2. The employee, the employee's domestic partner, or any member of the employee's immediate family holds a position with a bidder, proposer or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest in the company; or
3. The employee, the employee's domestic partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
4. The employee, the employee's domestic partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, vendor or contractor.

The employee's immediate family shall be defined as a spouse, children, parents, brothers and sisters, and any other person living in the same household as the employee.

It shall be the responsibility of the Village Manager or his designee to determine if a violation of this Conflict of Interest policy has occurred and if any disciplinary action is warranted.

Section II – Purchasing Policies  
**Gifts and Gratuities – Village Guidelines for Accepting**

Village personnel should be aware that offers of gratitude from vendors could be designed to compromise objective judgment in product or service selection. Accordingly, it is Village policy to observe the highest standards of ethics and to shield the employee, the Village and the vendor from any suggestion or appearance of conflict of interest.

No employee shall permit any influence by vendors, which could conflict with the best interest of the Village, or prejudice the Village's reputation. Expenditures of Village funds to vendors shall not by intention personally benefit any person employed with the Village. Employees shall strive to follow the following guidelines:

1. Tangible gifts or gratuities shall not be accepted where their value suggests something more than merely a social gesture. Such gifts should be returned with a statement of Village policy. Promotional or advertising items of nominal value such as key chains, pens, coffee mugs, calendars and holiday candy are acceptable, to the extent permitted by Illinois law. Gifts that

are capable of being shared, such as a box of chocolates, shall be shared within the office or section where the recipient works.

2. Association with vendor representatives at business meals or business organization meetings is occasionally necessary and is neither questionable nor unethical, provided the individual keeps himself/herself free of obligation.
3. Personal loans of money or equipment are not to be accepted from a vendor or an individual associated with a vendor doing business with the Village.
4. Solicitation of vendors for merchandise or certificates to serve as door prizes or favors is normally prohibited. However, the Village Manager may approve exceptions.
5. Corporate discounts granted to Village employees are acceptable only if they are offered to all Village employees and other corporate clients of the vendor.

If in any doubt about the propriety of accepting a gift, the matter should be referred to the Department Head who will, if necessary, discuss the matter with the Village Manager or his/her designee.

**Section II – Purchasing Policies**  
**Approval of Village Purchases**

No employee shall purchase goods or services on behalf of the Village without first seeking approval as required by this policy. All purchases shall require advance approval of the appropriate Supervisor, Department Head, the Director of Finance and the Village Manager in accordance with the guidelines described below:

<u>Dollar Limits</u>	<u>Required Approvals</u>
Under \$5,000	Supervisor and Department Head
\$5,001-\$24,999	Supervisor, Department Head, Director of Finance and Village Manager
\$25,000 & Above	Department Head, Director of Finance, Village Manager and Board of Trustees

Approval for purchases shall occur before the purchase is made. At the discretion of the Department Head, approval levels for Supervisors may be increased to an amount not to exceed the Department Head’s authority. In addition, any person responsible for approving purchases at any level may delegate his or her approval authority to a designee in the event he or she is unavailable to approve purchases.

Section II – Purchasing Policies  
**Signing of Contracts**

All contracts must be executed by the Village Manager, except as may be directed by the Board of Trustees.

Section III – Competitive Quotes and Exceptions to the Policy  
**General Policy for Soliciting Quotes**

Employees are responsible for obtaining quotes for purchases in the instances outlined below. When submitting a purchase requisition prior to purchase using the MUNIS software, quotes shall be added to the requisition. The limits shall include all costs involved with a purchase, including shipping, installation, etc. Requisitions submitted without the required quotes or a satisfactory explanation of why quotes were not obtained (e.g. sole source, emergency, standardized vendor, etc.) will be returned to the originator without approval.

Up to \$5,000

Day-to-day purchasing may be done without prior approval; the responsibility still exists for making the most economical purchases. Price checks and surveys must be made from time to time to ensure that the price being paid is the best price available and that the quality is the best that is required.

\$5,001 - \$24,999

Three written quotes. The quotes must be listed in the MUNIS purchase requisition. Hard copies shall be obtained and retained in the department's files for auditing purposes.

\$25,000 & Above

Must be competitively bid in accordance with State law and Village ordinances. Village Board approval is required for all contracts above \$25,000.

Items purchased more than once during a fiscal year (e.g. forms, copier supplies, etc.) do not need quotes every time a purchase is made. However, competitive quotes for these items shall be sought at least once each year to ensure that vendors are competitive.

Section III – Competitive Quotes and Exceptions to the Policy  
**Joint Purchasing**

**State of Illinois**

Certain items are annually let for bids by the State of Illinois procurement division. Any unit of government in the state may avail itself of these bid prices. Purchasing through the State of Illinois procurement division shall satisfy the requirement for bidding even though the purchase is in excess of \$25,000.00. **Other Units of Government**

Periodic checks of what other municipalities are paying can confirm whether the Village is receiving a good price. If a neighboring municipality is contemplating the bidding of a particular item, which is also to be bid by the Village of Carpentersville, the joining of the two municipalities could result in a lower price. The Village Manager should be consulted before entering into any purchases for these items.

**Cooperative Purchasing**

It may also be beneficial for the village to join with other units of local government or entities that are so qualified under 320 ILCS 525/2 in securing price quotations and bid letting. Participation in or sponsorship of a cooperative purchasing agreement for the procurement of any supplies, services, or construction with one or more governmental units shall satisfy the requirement for bidding even though the purchase is in excess of \$25,000.00. All cooperative purchasing conducted under this subsection shall be through contracts awarded through full and open competition and follow any applicable requirements set forth in the Governmental Purchasing Act and Illinois Procurement Code, 30 ILCS 500/1-1 et. seq.

**Commodity Purchasing**

The village may also employ methods of internal price comparisons for bulk commodity purchases such as but not limited to salt, computer equipment, and software, up to \$100,000.00 and such shall satisfy the requirement for bidding even though the purchase is in excess of \$25,000.00.

**Section III – Competitive Quotes and Exceptions to the Policy**  
**Sole Source Purchases**

Contracts for parts, supplies or equipment that are available only from a single source are referred to as sole source purchases. Sole source procurements may arise from the following circumstances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier.
2. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.
3. An item where compatibility is the overriding consideration, such as computer software.
4. A used item, for example, an ambulance that was only used in trade shows purchased at a discount, which becomes immediately available and is subject to prior sale.

These items shall not be subject to requirements for seeking competitive quotes or bids. However, purchases in excess of \$20,000 shall be presented to the Village Board prior to acquisition with a request to waive bids, approve the purchase order and enter into a formal contract.

**Section III – Competitive Quotes and Exceptions to the Policy**  
**Emergency Purchases Policy**

Emergencies are defined as events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In the event of an emergency affecting the public health and safety, the Department Head and Village Manager or his/her designee may authorize a vendor to perform work necessary to resolve such emergency without formal bid solicitation. If the emergency and the need for immediate action exceed \$25,000, documentation shall be presented to the Village Board at its next regularly scheduled meeting for ratification.

### Section III – Competitive Quotes and Exceptions to the Policy **Request for Professional Services**

Certain professional service contracts and agreements may be accomplished through requests for proposals (RFPs) which are considered by the Village to be those which, by their nature, are not adapted to award by competitive bidding. These arrangements may include, but are not limited to, contracts for services of individuals possessing a high degree of professional skill where the ability of the individual plays an important role. RFPs may also be used for contracts or agreements for specialized maintenance or repair services, and contracts or agreements for data processing services. These contracts or agreements may be entered into without formal bidding with the approval of the Village Manager for amounts up to \$25,000. The Village Board must specifically approve any contract in excess of \$25,000.

### Section III – Competitive Quotes and Exceptions to the Policy **Service Contracts**

From time to time, the Village enters into contracts for essential services. The purposes of these contracts are varied and often require bids or bid waivers. Contracts are often entered into without bids. When bids are waived, a contract is entered into through negotiation or acceptance of a proposal from the vendor who wishes to supply the service. In most cases where bids are waived, the same legal requirements as in a bid situation still apply.

It must be remembered that a contract is a legal document and must follow a prescribed procedure for implementation.

All contracts, to be valid, must be signed by an authorized representative of the company to supply the services and an authorized representative of the Village. The Village Manager, or such other person as may be authorized by the Board of Trustees, may enter into a contract for the Village, provided that all applicable procedures (such as formal bidding, bid waivers, and quotations) have been met. A copy of the contract is to be immediately forwarded to the Village Clerk after being executed.

A non-expiring contract may be entered into in the same manner as a contract with an expiration date provided that a clause is inserted into the contract allowing the Village to terminate the contract within 30 to 90 days upon proper notification by the Village to the vendor to do so.

All contracts must have their terms, such as dates and fees, defined. Procedures for applying for cost overruns of the contract must be specifically spelled out.

### Section III – Competitive Quotes and Exceptions to the Policy **Waiver of Competitive Bidding**

In certain circumstances, a Department Head may believe that the best interests of the Village would be served by a purchase from one particular vendor despite the amount of the purchase being in excess of \$20,000. In this instance, a Request for Bid Waiver must include adequate justification and be forwarded to the Village Manager. After review and concurrence, a Request for Bid Waiver shall be forwarded to the Village Board for final consideration.

### Section III – Competitive Quotes and Exceptions to the Policy **Local Vendors**

When securing price quotations, Department Heads shall, to the extent practicable, solicit quotations from qualified vendors located in the Village of Carpentersville. No price preference will be given to local businesses; however, if everything else is equal between two or more possible vendors, the Carpentersville-based vendors shall rate preferences.

### Section IV – The Bidding Process **Bidding Procedures**

Having recognized the need for formal bid letting, the following process is to be followed:

The requesting department prepares the specifications for the item to be let for bid.

The department head arranges the specifications into proper format and prepares the other needed documents to complete the bid invitation package. Required documents of a bid invitation package are:

- Cover letter / Invitation to Bid
- Specifications of the item / service to be bid (including maps drawings and/or any other pertinent documents)
- Proposal Form
- General instructions to bidders
- Bidder's Certification Form(s) (i.e. non-collusion, bid rigging or bid rotation, sexual harassment, tax compliance, etc.)
- Special Provisions

The department head arranges for a bid opening date. The date must be at least ten calendar days from the published notification date, but not more than 45calendar days.

The department head is responsible for placing a legal notice concerning the bid in a local newspaper of general circulation at least ten calendar days prior to the bid opening.

The department head sends bid invitations to all known responsible vendors on the bidder's list for the particular item as well as to any other prospective bidder. If a bid package is costly to reproduce, a nominal charge for the package may be assessed.

The department head (or designee) and at least one other Village employee are present at the bid opening.

The department head reviews the bids and decides upon the lowest, responsible, bidder. Then makes a recommendation to the Village Manager and writes the Board Agenda Memo for this purpose.

If the bid falls under the guidelines necessary for credit checks, the recommended bidder may be subject to those guidelines.

Following the award of a bid by the Village Board, the department head prepares and sends a purchase order to the successful bidder. If the bid was for several items or materials to be purchased over a period of time, the department head notifies the successful bidder by letter with a copy to the Finance Director so that a purchasing procedure can be established.

Bids received by way of facsimile machine are unacceptable and will not be acknowledged.

Bids received after the due date and time are to be returned unopened to the bidder with a cover letter stating date and time the "Bid" was actually received.

Only the criteria stated in the bid invitation package may be used in the process of determining the successful bidder.

Premature opening of bids: In the event of a sealed bid being opened prior to the determined date and time for such opening, the person shall submit a written affidavit to the Finance Director or his designee stating the time of the premature opening and the circumstances causing such premature opening, and stating as fact that the information contained in the bid documents has not been disclosed to the public, any potential bidder, or any Village employee. The Finance Director or his designee will then reseal the bid, to be opened at the appropriate time.

### **Criminal Code Compliance**

In all cases of a public bid letting, the provisions of Code Section 720 ILCS 5/33 et.seq, addressing the criminal code of the Illinois Compiled Statutes regarding bid rigging and collusive activities shall be strictly followed.

A Criminal Code Compliance certificate shall be included in all bid invitation packages. All bidders must properly execute this form as prescribed and attach it to the bid proposal form in their sealed envelope.

1. The failure of a bidder to submit this form with the bid shall render the bidder to be non-responsible.
  - a. The submission of the certification after the bid opening will not be acceptable.

- b. Additionally, each bidder shall be responsible for signing a non-collusion certificate
2. Each bidder may submit written questions to be answered in an addendum shared with all prospective bidders.

### **Change Orders**

Subsequent to a bid award, change orders may be found to be necessary.

- a. The Department Head may approve any change orders in an amount up to \$5,000. The Village Manager must approve all change orders between \$5,000 and \$10,000. Any change order in excess of \$10,000 must be submitted to the Village Manager for approval by the board.
- b. Requests for change orders must state that the circumstances said to necessitate the change were not reasonably foreseeable at the time the contract was signed, were not within the contemplation of the contract as signed, or are in the best interest of the Village of Carpentersville.
- c. Notwithstanding any provision of this Policy to the contrary, a change order must be authorized by the Village Board if there is an increase (decrease) in time of completion by 30 days or more, or if otherwise required pursuant to the applicable contract or agreement.

### **Illinois Prevailing Wage Act**

The Illinois Prevailing Wage Act requires that, in all construction contracts entered into for public works construction projects, the prevailing wages as issued by the Illinois Department of Labor for Kane County, be paid to all laborers, workers and mechanics performing work under the contract.

The bid package for such construction contracts shall contain the most recent listing of the said prevailing wages.

### **Public Contracts - Illinois Municipal Code**

Division 42.1 of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*, prohibits Illinois municipalities from entering into a contract with an individual or entity that is delinquent in the payment of any tax administered by the Illinois Department of Revenue. A certification form shall be included in all bid invitation packages. This form shall immediately follow the certification form required by the statute. All bidders must properly execute this form as prescribed and attach it to the bid proposal form in their sealed envelope.

## **Specifications, Preparation and Bid Award**

In all cases, the requesting department is responsible for the initial specification preparation for bids. The Finance Director will assist the department as needed or requested but it is generally held that the requesting department has the best knowledge of what is needed. Specifications may not be developed in a manner intended to specifically exclude a potential bidder on a technicality or developed in such a manner that only one bidder is possible. Specifications must be broad enough to invite competition but yet not be so loose as to invite a potentially low bid on an item that is not desired or not in the best interests of the Village.

The bid award is to be made to the lowest responsible bidder. The determination of the “lowest responsible bidder” is a matter of the sound and reasonable discretion of the Village based on, among other items, the credentials, financial information, bonding capacity, insurance protection, qualifications of the labor and management of the firm, past experience, ability to meet all specifications and ability to complete the contract in a timely manner.

### **Section V – Purchasing Procedures Regular Purchase Orders**

A purchase order must be prepared for the following purchases:

1. Any purchase of goods or services of \$5,000 or above
2. Any purchase from a source determined by a formal bid, bid waiver, or formal quotation
3. Any capital outlay item
4. Any case where the vendor requires a purchase order

Capital Improvements or Contracted Services do not required a purchase order

### **Section V – Purchasing Procedures Open Purchase Order Agreements**

In certain circumstances, where vendors are used frequently, an open purchase order may be set up at the beginning of the year as approved by the Department head. A purchase order form must be approved by the department head (and Village Manager, if over \$5,000) before initiating any purchase.

### **Section V – Purchasing Procedures Issuance of Purchase Orders**

Purchase orders shall be prepared by each Village department for purchases of all materials, supplies, equipment, and services in excess of \$5,000 with the exception of those previously identified. A purchase order shall be prepared prior to making a commitment to purchase or immediately after authorization by the Village Board. In the event of emergency purchases or where goods or services have been received, the purchase order should be marked “Confirmation.”

Each department shall prepare all requisitions utilizing the MUNIS software. All requisition shall be reviewed and approved by the appropriate approval levels prior to the issuance of the purchase order. Fund availability is checked, approved by the Finance Director, and the final purchase order is signed by the Village Manager. The signed purchase order will be forwarded to the Department for distribution.

The purchase order automatically is entered into the encumbrance ledger in MUNIS and the Finance Department stores a copy of the purchase order until the goods or services have been received.

After the goods or services have been received, the Department will verify the order and the unit price authorized, and processes the invoice for payment.

#### **Section V – Purchasing Procedures New Vendors**

New vendors will be researched against the Better Business Bureau website and a phone call will be made to confirm the vendor's existence. In addition, the new vendor must provide a W-9 (including the tax identification #) before a purchase order is produced. New Vendors are only added by the Accounts Payable Accountant.

#### **Section V – Purchasing Procedures Manual Checks**

Manual checks are interim checks issued to vendors as payments for goods delivered or services performed. The checks are issued between normal accounts payable cycles when an emergency or other extenuating circumstance as determined by the Finance Director makes it impractical or unreasonable to process the payment following normal payment methods. Manual checks are labor intensive and time consuming to issue; therefore, their use as a method of payment shall be restricted to unique or special circumstances.

All requests for manual checks must be accompanied by a written request from the Department Head. The request shall include the vendor's name and address, the general ledger number against which it is being charged, a description of the item purchased, and an explanation in the remarks section as to need for the check. The form shall also include the signature of the applicable Department Head.

Section V – Purchasing Procedures  
**Purchasing Cards**

The Village may authorize the use of purchasing cards to department heads as needed, and may also issue them to certain designees within the department (supervisors, maintenance staff, etc.). The same purchasing requirements will apply as indicated above. At the time the bill is received for the month's purchases, each department head will submit the bills and all original receipts for purchases. Employees are to further follow the requirements of the Village's separate credit card policy. Abuse of this system for personal use may lead to immediate termination.

Section V – Purchasing Procedures  
**Petty Cash**

Petty Cash funds are established to pay for infrequent purchases that are under \$50.00 and require immediate payment. Tolls, parking, filing costs, etc. are traditional expenses that fall into this category. Department heads must approve the Petty Cash reimbursement vouchers. Petty Cash funds have been established in the following departments: Finance, Police and Fire. The Finance Department will conduct periodic audits of the Petty Cash funds established in each department.

Section VI – Miscellaneous Purchasing Policies and Guidelines  
**Use of Sales Tax Exemption Number**

Village purchases are not subject to sales tax; therefore, employees shall make efforts to inform vendors of the Village's tax exempt status and to ensure that sales tax is not paid for purchases made with petty cash or credit cards. Employees shall provide vendors who request them with a sales tax exemption form. Sales tax exemption forms may be obtained from the Finance Director.

Use of the Village's sales tax exemption number is restricted to purchases made on behalf of the Village. State law prohibits use of the Village's sales tax exemption number for personal reasons.

Section VI – Miscellaneous Purchasing Policies and Guidelines  
**Use of Outside Contractors or Vendors**

Illinois Department of Revenue regulations allow contractors to use the Village's sales tax exemption number to purchase materials used in construction of public improvements, which will be eventually dedicated to the Village. Use of the exemption number is limited to purchases directly related to work being done on behalf of the Village. Contractors are responsible for any tax due on purchases determined to be non-exempt and for purchases not made on the Village's behalf.

Requests by contractors for the Village’s sales tax exemption number shall be forwarded to the Finance Director or his/her designee. In order to obtain the number, the contractor shall be required to complete and submit to the Village a sales tax exemption authorization request, which includes the supplier’s location and a list of materials to be purchased. After the proper request has been received, the Village will provide the contractor with a sales tax exemption certificate.

**Section VI – Miscellaneous Purchasing Policies and Guidelines**

**Equal Opportunity**

When applicable, contractors shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A). Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

Adopted Date: 6/5/2012  
Revised: 10/21/2014  
Revised 2016, 2018

**VILLAGE OF CARPENTERSVILLE**  
**Full Time Equivalent Employees By Department**  
**Fiscal Year Ending December 31, 2021**

Position Description	2018 FTE	2019 FTE	2020 FTE	2021 Budget FTE
<b>LEGISLATIVE</b>				
VILLAGE CLERK	1.00	1.00	1.00	1.00
FREEDOM OF INFORMATION TECHNICIAN			0.50	0.50
<b>LEGISLATIVE TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.50</b>	<b>1.50</b>
<b>ADMINISTRATION</b>				
VILLAGE MANAGER	1.00	1.00	1.00	1.00
ECONOMIC DEVELOPMENT DIRECTOR (A)	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
<b>ADMINISTRATION TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
(A) This position is budgeted in Community Development				
<b>FINANCE</b>				
FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ASST FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ACCOUNTING SUPERVISOR	1.00	1.00	1.00	1.00
PAYROLL/BENEFIT ADMINISTRATOR	1.00	1.00	1.00	1.00
ACCOUNT CLERK FINANCE	2.00	2.00	2.00	2.00
ACCOUNTS PAYABLE	0.20	0.20	0.20	0.20
CUSTOMER SERVICE CLERK	0.50	0.50	0.50	0.50
<b>HUMAN RESOURCES</b>				
HUMAN RESOURCES MANAGER	1.00	1.00	1.00	1.00
HUMAN RESOURCES GENERALIST	1.00	1.00	1.00	1.00
<b>FINANCE AND HUMAN RESOURCES TOTAL</b>	<b>8.70</b>	<b>8.70</b>	<b>8.70</b>	<b>8.70</b>
<b>INFORMATION TECHNOLOGY</b>				
IT DIRECTOR	1.00	1.00	1.00	1.00
PUBLIC SAFETY IT SYS ADMINISTRATOR (C)	1.00	1.00	1.00	1.00
<b>INFORMATION TECHNOLOGY TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
(C) This position reports to I.T., Police, and Fire				

**VILLAGE OF CARPENTERSVILLE**  
**Full Time Equivalent Employees By Department**  
**Fiscal Year Ending December 31, 2021**

Position Description	2018 FTE	2019 FTE	2020 FTE	2021 Budget FTE
<b>PUBLIC BUILDINGS</b>				
BUILDING SUPERINTENDENT	1.00	1.00	1.00	1.00
ASSISTANT BUILDING ENGINEER	1.00	1.00	1.00	1.00
FT CUSTODIAN	1.00	1.00	1.00	1.00
PART TIME CUSTODIAN	0.70	0.70	0.70	0.70
<b>PUBLIC BUILDINGS TOTAL</b>	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>
<b>PARKS</b>				
ARBORIST	0.50	0.50	0.50	0.50
MAINTENANCE MAN	1.90	1.90	1.90	1.90
<b>PARKS TOTAL</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>
<b>COMMUNITY DEVELOPMENT</b>				
ASST VM/CD-ED DIRECTOR	1.00	1.00	1.00	1.00
BUILDING INSPECTOR	2.00	2.00	1.00	1.00
CD PERMIT TECHNICIAN	1.00	1.00	1.00	1.00
CD SUPPORT TECHNICIAN	0.80	0.80	0.80	0.80
CODE ENFORCEMENT OFFICER	2.00	2.00	2.00	2.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
SR CODE ENF OFFICER	1.00	1.00	1.00	1.00
<b>COMMUNITY DEVELOPMENT TOTAL</b>	<b>8.80</b>	<b>8.80</b>	<b>7.80</b>	<b>7.80</b>
<b>POLICE</b>				
POLICE CHIEF	1.00	1.00	1.00	1.00
POLICE DEPUTY CHIEF	1.00	1.00	1.00	1.00
POLICE COMMANDER	2.00	2.00	2.00	2.00
POLICE SERGEANT	8.00	8.00	8.00	8.00
POLICE PATROL	47.00	47.00	46.00	46.00
COMMUNITY AFFAIRS SPECIALIST	-	-	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
COMMUNITY SERVICE OFFICER	1.00	1.00	1.00	1.00
EVIDENCE TECHNICIAN	1.00	1.00	1.00	1.00
RECORDS SUPERVISOR	1.00	1.00	1.00	1.00
RECORDS TECHNICIAN	3.25	3.25	2.50	2.50
COMMUNITY OUTREACH WORKER	1.00	1.00	1.00	1.00
PART TIME OFFICE CLERK	0.50	0.50	0.50	0.50
FREEDOM OF INFORMATION TECHNICIAN	-	-	0.50	0.50
PT PROGRAM FACILITATOR	0.50	0.50	0.50	0.50
<b>POLICE TOTAL</b>	<b>68.25</b>	<b>68.25</b>	<b>68.00</b>	<b>68.00</b>

**VILLAGE OF CARPENTERSVILLE**  
**Full Time Equivalent Employees By Department**  
**Fiscal Year Ending December 31, 2021**

Position Description	2018 FTE	2019 FTE	2020 FTE	2021 Budget FTE
<b>FIRE</b>				
FIRE DEPARTMENT CHIEF	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
FIRE BATTALION CHIEF	3.00	3.00	3.00	3.00
FIREFIGHTER 24 HOUR	23.00	24.00	24.00	24.00
FIRE LIEUTENANT	9.00	9.00	9.00	9.00
FIREFIGHTER PART TIME	13.40	13.40	13.40	13.40
<b>FIRE TOTAL</b>	<b>50.40</b>	<b>51.40</b>	<b>51.40</b>	<b>51.40</b>
<b>PUBLIC WORKS ADMINISTRATION</b>				
PUBLIC WORKS DIRECTOR AND ENGINEERING	1.00	1.00	1.00	1.00
ASSISTANT DIRECTOR PUBLIC WORKS AND ENGINEERING	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
PT MANAGEMENT ANALYST	-	-	0.48	0.48
PT MANAGEMENT ANALYST/INTERN	-	-	0.70	0.70
P/W PT DATA ENTRY	0.20	0.20	0.20	0.20
<b>PUBLIC WORKS ADMINISTRATION TOTAL</b>	<b>3.20</b>	<b>3.20</b>	<b>4.38</b>	<b>4.38</b>
<b>PUBLIC WORKS ENGINEERING</b>				
CONSTRUCTION ENGINEER	1.00	1.00	1.00	1.00
ENGINEERING MANAGER	1.00	1.00	1.00	1.00
<b>PUBLIC WORKS ENGINEERING TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>PUBLIC WORKS STREETS</b>				
STREET SUPERINTENDENT	1.00	1.00	1.00	1.00
ASST CONST MAINT SUPERINTENDENT	1.00	1.00	1.00	1.00
CREW LEADER	2.00	2.00	2.00	2.00
MAINTENANCE WORKER	10.00	10.00	8.00	8.00
PT MAINTENANCE WORKER	0.80	0.80	2.80	2.80
<b>PUBLIC WORKS STREETS TOTAL</b>	<b>14.80</b>	<b>14.80</b>	<b>14.80</b>	<b>14.80</b>
<b>VEHICLE MAINTENANCE</b>				
FLEET MECHANIC	3.25	3.25	3.00	3.00
<b>VEHICLE MAINTENANCE TOTAL</b>	<b>3.25</b>	<b>3.25</b>	<b>3.00</b>	<b>3.00</b>
<b>WATER</b>				
WATER SUPERINTENDENT	1.00	1.00	1.00	1.00
CHIEF FACILITY OPERATOR	1.00	1.00	1.00	1.00
PW MAINTENANCE WORKER	3.00	3.00	3.00	3.00
<b>WATER TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**VILLAGE OF CARPENTERSVILLE**  
**Full Time Equivalent Employees By Department**  
**Fiscal Year Ending December 31, 2021**

Position Description	2018 FTE	2019 FTE	2020 FTE	2021 Budget FTE
<b>WASTEWATER</b>				
WASTEWATER SUPERINTENDENT	1.00	1.00	1.00	1.00
CHIEF FACILITY OPERATOR	1.00	1.00	1.00	1.00
CREW LEADER	2.00	2.00	1.00	1.00
PW MAINTENANCE WORKER	3.00	3.00	4.00	4.00
<b>WASTEWATER TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>UNDERGROUND UTILITIES</b>				
PUBLIC WORKS FOREMAN	1.00	1.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00	1.00
PT MAINTENANCE WORKER	-	-	1.40	1.40
PW MAINTENANCE WORKER	5.50	5.50	6.00	6.00
<b>UNDERGROUND UTILITIES TOTAL</b>	<b>7.50</b>	<b>7.50</b>	<b>9.40</b>	<b>9.40</b>
<b>TOTAL ALL DEPARTMENTS</b>	<b>191.00</b>	<b>192.00</b>	<b>194.08</b>	<b>194.08</b>

Note: The allocations here will vary from the department Personnel Schedules due to shared departmental employees and each department recording a portion of the employee in their FTE counts. Total FTE is correct.

## Budgetary Fund Structure

Fund	Governmental					Proprietary		Fiduciary
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Permanent Funds	Enterprise Funds	Internal Service Funds	Investment Trust Funds
General <b>(Major)</b>	X							
Family Matters		X						
Escrow		X						
Motor Fuel Tax		X						
Special Service Area #1		X						
Special Service Area #2		X						
Special Service Area #3		X						
Special Service Area #21		X						
TIF #3 <b>(Major)</b>		X						
TIF #4		X						
TIF #5		X						
Foreign Fire Tax Board		X						
Park Trust					X			
Debt Service			X					
Capital Equipment Replacement				X				
Capital Improvement <b>(Major)</b>				X				
Water And Sewer						X		
Insurance							X	
Police Pension								X
Firefighters' Pension								X

The Village's fund structure is categorized into three types: governmental, proprietary, and fiduciary.

- ❖ **Governmental** – A “source and disposition” type whose measurement focus is on determination of financial position and changes in financial position (sources, uses, and fund balances).
- ❖ **Proprietary** – A government's activities that are business-type that recover the full cost of providing services (including capital costs) through fees and charges on those who use their services.
- ❖ **Fiduciary** – A type that holds assets in trust capacity or as an agent for individuals, private organizations, other governmental units and/or other Funds.

**All funds of the Village are appropriated and the budget includes the same number of funds as the audited financial statements.**

**General Fund** is the main general operating fund for the Village. This fund accounts for all general governmental activity not accounted for in other funds.

**Debt Service Fund** - This fund is used to account for and report financial resources that are restricted, committed or assigned to expenditure for the payment of general long-term debt principal, interest and related costs other than tax increment financing (TIF) or enterprise debt.

**Special Revenue Funds** account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

**Family Matters** – This fund is used to account for the funds restricted for the use for family and social services programing through the Police Department.

**Foreign Fire Tax Board Fund** – Financing is provided by tax revenues received from the state restricted for use by the fire department in accordance with compiled statutes.

**Escrow Fund** – This fund is used to account for the funds restricted for purposes of developing with fees in lieu of development.

**Motor Fuel Tax Fund** - Financing is provided by tax revenues received from the state for the sale of motor fuel. Funds are restricted for street maintenance and replacement.

**SSA#1 (Newport Cove) Fund** - This fund is used to account for the funds restricted for the special service area established for the purpose of maintenance and improvement of the pond and related facilities on Lot 151 of the Newport Cove Subdivision.

**SSA#2 (Oak Meadows) Fund** - This fund is used to account for the funds restricted for the special service area established for the purpose of maintenance and improvement of the storm water management facilities on Lot 35 of the Oak Meadows Subdivision.

**SSA#3 (Keele Farms) Fund** - This fund is used to account for the funds restricted for the special service area established for the purpose of maintenance and improvement of the storm water management facilities on Lot 296 and Lot 297 in the Keele Farm Subdivision, Unit 1.

**SSA#21 (White Oaks) Fund** - This fund is used to account for the funds restricted for the special service area established for the purpose of the maintenance, repair, replacement, alteration and improvements to the detention basin located on Lot 70 and two (2) cul-de-sac islands located on Elm Ridge Court and Rosewood Drive within the White Oaks Subdivision.

**TIF#3 (Route 25) Fund** - This fund is used to account for the funds restricted for the redevelopment activities of the tax increment financing district established to rehabilitate and redevelop the corridor around Route 25 through an integrated and comprehensive strategy that utilizes public resources to stimulate additional private investment in an area that would not otherwise be commercially productive.

**TIF#4(Spring Hill Mall) Fund** – This fund is used to account for the funds restricted for the redevelopment activities of the tax increment financing district established including several parcels inside and outside the Spring Hill Mall but does not include the anchor tenants in the Village’s portion of the mall. The Village of West Dundee has also created a similar TIF to redevelop their portion of the Spring Hill Mall area.

**TIF#5 (Old Town) Fund** – This fund is used to account for the funds restricted for the redevelopment activities of the tax increment financing district established to rehabilitate and redevelop the commercial, industrial, residential and open space properties in the Old Ton Area and along the Route 31 corridor.

**Capital Projects Funds** account for governmental-type financial resources designated to be used for the acquisition or construction of major capital facilities or projects.

**Capital Improvement Projects Fund** is used to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

**Capital Equipment Replacement Fund** is used to account for taxes, transfers and advances from other funds assigned for the eventual replacement of vehicles and equipment utilized by those funds.

**Permanent Funds** are used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs—that is, for the benefit of the government or its citizenry.

**Park Trust (Unbudgeted)** - This fund is used to account for assets held in trust, with the investment income used to support Village parks.

**Internal Service Funds** account for the funding of goods or services provided by one department to other departments on a cost-reimbursement basis.

**Insurance Fund** is used to account for accumulation of resources and costs associated with insurance for the Village. This fund is reported as part of the governmental activities on the government-wide financial statements as they provide services to the Village's governmental funds/activities.

**Enterprise Funds** account for resources committed to self-supporting activities of governmental units that render services on a user-charged basis.

**Waterworks and Sewerage Fund** is used to account for the provision of water and sewer services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance and improvements.

**Pension Trust Funds** account for resources that are required to be held in trust for the members and beneficiaries of defined benefit police and fire pension plans. The Village reports pension trust funds as fiduciary funds to account for the Police Pension Fund and Firefighters' Pension Fund.

**Police Pension Fund** - to account for the accumulation of resources to pay pension costs. Resources are contributed by sworn police personnel at rates fixed by state statutes and by the Village based upon an annual actuarial valuation.

**Firefighters' Pension Fund** - to account for the accumulation of resources to pay pension costs. Resources are contributed by sworn fire personnel at rates fixed by state statutes and by the Village based upon an annual actuarial valuation.

**VILLAGE OF CARPENTERSVILLE**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance/Unrestricted Net Assets (Estimated)**  
**Fiscal Year Ending December 31, 2021**

Fund	Ending Fund Balance 12/31/2019	Proj. Surplus (Deficit) 12/31/2020	Proj. Ending Fund Balance 12/31/2020	Requested Revenues 12/31/2021	Requested Expenditures 12/31/2021	Projected Surplus (Deficit) 12/31/2021	Proj. Ending Fund Balance 12/31/2021
General Fund	\$ 17,241,737	\$ (3,297,742)	<b>\$ 13,943,995</b>	\$ 34,674,567	\$ 36,604,091	\$ (1,929,524)	<b>\$ 12,014,471</b>
Special Revenue Funds							
Escrow	42,677	2,500	<b>45,177</b>	2,000	-	2,000	<b>47,177</b>
Family Matters	89,202	(10,788)	<b>78,414</b>	50	10,932	(10,882)	<b>67,532</b>
Veterans Garden	673	255	<b>928</b>	-	-	-	-
Motor Fuel Tax	1,469,218	(558,508)	<b>910,710</b>	1,520,025	2,227,010	(706,985)	<b>203,725</b>
SSA #1 Newport Cove	32,004	(2,116)	<b>29,888</b>	18,000	20,500	(2,500)	<b>27,388</b>
SSA #2 Oak Meadows	3,165	(400)	<b>2,765</b>	1,000	2,500	(1,500)	<b>1,265</b>
SSA #3 Keele Farms	8,910	(6,905)	<b>2,005</b>	5,000	7,000	(2,000)	<b>5</b>
SSA #21 White Oaks	16,298	(830)	<b>15,468</b>	4,500	5,000	(500)	<b>14,968</b>
TIF #1 Spring Hill	465,849	-	-	-	-	-	-
TIF #3 Route 25	(5,207,871)	892,418	<b>(4,315,453)</b>	885,000	5,251	879,749	<b>(3,435,704)</b>
TIF #4 Spring Hill Mall	(1,227)	1,255	<b>28</b>	1,250	284	966	<b>994</b>
TIF #5 Old Town	1,259,680	708,374	<b>1,968,054</b>	631,000	2,599,054	(1,968,054)	-
Foreign Fire	45,348	6,930	<b>52,278</b>	36,010	29,300	6,710	<b>58,988</b>
Debt Service Fund	1,742,835	20,669	<b>1,763,504</b>	2,773,088	2,721,908	51,180	<b>1,814,684</b>
Capital Projects Funds							
Capital Equipment Replacement	892,885	79,100	<b>971,985</b>	1,705,261	1,565,937	139,324	<b>1,111,309</b>
Capital Improvement Program	3,086,974	3,417,298	<b>6,504,272</b>	4,284,129	10,788,401	(6,504,272)	-
Permanent Fund							
Park Trust	339,337	25,727	<b>365,064</b>	32,000	17,000	15,000	<b>380,064</b>
Enterprise Fund							
Water and Sewer ^	8,955,316	210,690	<b>9,166,006</b>	8,776,203	11,361,275	(2,585,072)	<b>6,580,934</b>
Internal Service Fund							
Insurance	228,285	717,592	<b>945,877</b>	4,167,750	4,900,794	(733,044)	<b>212,833</b>
Fiduciary Funds							
Police Pension	49,376,773	6,224,430	<b>55,601,203</b>	5,535,708	3,184,168	2,351,540	<b>57,952,743</b>
Firefighter's Pension	26,770,131	3,446,151	<b>30,216,282</b>	2,634,585	1,472,214	1,162,371	<b>31,378,653</b>
Totals	<u>\$ 106,858,199</u>		<u>\$ 118,268,449</u>	<u>\$ 67,687,126</u>	<u>\$ 77,522,619</u>		<u>\$ 108,432,956</u>

^ Unrestricted Net Position

**VILLAGE OF CARPENTERSVILLE**  
**Revenues Summary - Total by Fund**  
**Fiscal Year Ending December 31, 2021**

Fund	Actual 12/31/2019	Board Approved Budget 12/31/20	Projected 12/31/2020	Board Approved Budget 12/31/2021
<b>Revenues and Other Financing Sources</b>				
General Fund	\$ 33,297,566	\$ 32,597,367	\$ 34,064,240	\$ 34,674,567
<b>Special Revenue Funds</b>				
Escrow	5,063	3,700	2,500	2,000
Family Matters	4,634	16,050	50	50
Veterans Garden	1,090	260	255	-
Motor Fuel Tax	1,281,333	1,350,000	1,335,000	1,520,025
SSA #1 Newport Cove	18,076	18,000	18,000	18,000
SSA #2 Oak Meadows	1,000	1,000	1,000	1,000
SSA #3 Keele Farms	-	5,000	5,000	5,000
SSA #21 White Oaks	4,492	4,500	4,500	4,500
TIF #1 Spring Hill	669,670	3,000	3,500	-
TIF #3 Route 25	777,062	720,000	900,005	885,000
TIF #4 Spring Hill Mall	28	1,250	1,255	1,250
TIF #5 Old Town	926,856	781,000	1,031,010	631,000
Foreign Fire	36,178	26,410	36,030	36,010
Debt Service Fund	3,573,964	3,242,425	3,242,425	2,773,088
<b>Capital Projects Funds</b>				
Capital Equipment Replacement	684,826	1,996,100	2,027,100	1,705,261
Capital Improvement Program	2,934,443	5,925,000	5,606,743	4,284,129
<b>Permanent Fund</b>				
Park Trust	59,695	32,000	32,615	32,000
<b>Enterprise Fund</b>				
Water and Sewer	8,866,911	8,719,468	8,700,943	8,776,203
<b>Internal Service Fund</b>				
Insurance	4,188,924	4,167,750	4,212,466	4,167,750
<b>Fiduciary Funds</b>				
Police Pension	11,543,022	5,535,708	9,201,365	5,535,708
Firefighter's Pension	5,666,583	2,634,585	4,763,099	2,634,585
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 74,541,416</b>	<b>\$ 67,780,573</b>	<b>\$ 75,189,101</b>	<b>\$ 67,687,126</b>

**VILLAGE OF CARPENTERSVILLE**  
**Expenditures Summary - Total by Fund**  
**Fiscal Year Ending December 31, 2021**

Fund	Actual 12/31/2019	Board Approved Budget 12/31/2020	Projected 12/31/2020	Board Approved Budget 12/31/2021
<b>Expenditures and Other Financing Uses</b>				
General Fund	\$ 30,281,205	\$ 38,504,964	\$ 37,361,982	\$ 36,604,091
<b>Special Revenue Funds</b>				
Escrow	-	-	-	-
Family Matters	9,620	17,567	10,838	10,932
Veterans Garden	-	3,000	-	-
Motor Fuel Tax	1,091,401	2,088,010	1,893,508	2,227,010
SSA #1 Newport Cove	14,752	12,000	20,116	20,500
SSA #2 Oak Meadows	980	1,000	1,400	2,500
SSA #3 Keele Farms	18,899	12,000	11,905	7,000
SSA #21 White Oaks	1,540	5,000	5,330	5,000
TIF #1 Spring Hill	602,996	5,160	615,305	-
TIF #3 Route 25	4,680	14,483	7,587	5,251
TIF #4 Spring Hill Mall	213	284	-	284
TIF #5 Old Town	531,601	657,589	322,636	2,599,054
Foreign Fire	32,315	29,300	29,100	29,300
Debt Service Fund	3,209,036	3,194,756	3,221,756	2,721,908
<b>Capital Projects Funds</b>				
Capital Equipment Replacement	368,532	2,073,190	1,948,000	1,565,937
Capital Improvement Program	5,944,592	10,891,973	2,189,445	10,788,401
<b>Permanent Fund</b>				
Park Trust	17,529	17,000	6,888	17,000
<b>Enterprise Fund</b>				
Water and Sewer	6,935,173	10,918,885	8,490,253	11,361,275
<b>Internal Service Fund</b>				
Insurance	4,946,497	4,345,055	3,494,874	4,900,794
<b>Fiduciary Funds</b>				
Police Pension	3,382,839	3,184,168	2,976,935	3,184,168
Firefighter's Pension	1,405,781	1,472,214	1,316,948	1,472,214
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 58,800,181</b>	<b>\$ 77,447,598</b>	<b>\$ 63,924,806</b>	<b>\$ 77,522,619</b>



**GENERAL FUND**

**VILLAGE OF CARPENTERSVILLE**  
**General Fund Summary**

	Actual 12/31/2018	Actual 12/31/2019	Approved Budget 12/31/2020	Projected 12/31/2020	Board Approved Budget 12/31/2021
<b>Revenues</b>					
Property Taxes	11,524,175	11,530,744	11,678,293	11,720,093	11,731,733
Fire Protection District Property Taxes	973,013	1,136,958	1,158,700	1,158,700	1,229,050
Sales Taxes	9,200,504	9,186,369	8,650,000	8,650,000	9,122,000
Income Tax	3,666,979	4,075,658	3,650,000	3,550,000	3,769,100
Local Use Tax	1,124,817	1,292,001	1,100,000	1,100,000	1,620,713
Canabis Tax	-	-	-	20,000	33,921
Utility Tax	1,557,320	1,450,058	1,500,000	1,500,000	1,450,000
Other Taxes	610,070	598,749	560,000	490,000	535,000
Intergovernmental	154,788	194,748	402,000	2,343,627	1,443,500
Licenses and Permits	688,125	631,969	497,250	482,650	528,250
Fines and Forfeitures	451,813	474,840	351,000	362,800	354,500
Charges for Services	1,993,916	1,850,472	2,386,500	2,005,050	2,262,000
Investment Income	124,354	261,630	80,000	51,000	35,000
Miscellaneous	647,474	576,680	538,237	630,320	555,800
Transfers/Other	4,554	36,690	45,387	-	4,000
<b>Total General Fund Revenues</b>	<b>\$ 32,721,900</b>	<b>\$ 33,297,566</b>	<b>\$ 32,597,367</b>	<b>\$ 34,064,240</b>	<b>\$ 34,674,567</b>
<b>Expenditures</b>					
Legislative (001105)	297,909	240,153	332,965	282,110	299,853
Administration (001110)	112,618	140,288	364,353	247,129	299,581
Finance (001111)	514,654	492,934	593,029	566,543	549,782
Information Technology (001112)	310,085	347,578	540,497	499,711	535,842
General Services (001113)	3,858,311	5,118,213	11,709,751	11,682,811	9,588,843
Public Buildings (001115)	372,729	407,602	571,745	506,805	630,357
Engineering (001140)	-	1,092	314,690	203,226	204,358
Parks (001220)	243,839	268,870	313,949	281,609	290,650
Streets (001370)	2,264,116	2,474,432	2,577,605	2,196,996	2,505,125
Vehicle Maintenance (001372)	826,154	746,242	795,401	633,951	747,604
Community Development (001445)	1,483,336	1,273,210	1,219,663	1,102,933	1,212,194
Fire and Police Commission (001509)	10,378	36,309	18,640	17,940	41,490
Police (001550)	11,532,045	11,411,469	11,759,051	11,594,802	11,905,901
Fire and ESDA (001560/001562)	6,922,953	7,321,784	7,393,625	7,545,416	7,792,511
Transfers/Other	505,597	1,169	-	-	-
<b>Total General Fund Expenditures</b>	<b>\$ 29,254,724</b>	<b>\$ 30,281,345</b>	<b>\$ 38,504,964</b>	<b>\$ 37,361,982</b>	<b>\$ 36,604,091</b>
Surplus (Deficit)	\$ 3,467,177	\$ 3,016,221	\$ (5,907,597)	\$ (3,297,742)	\$ (1,929,524)
<b>Ending Fund Balance</b>	<b>\$14,225,376</b>	<b>\$14,467,620</b>	<b>\$11,367,955</b>	<b>\$13,943,995</b>	<b>\$12,014,471</b>
<b>Operating Expenditures Less Transfers</b>	<b>\$28,749,126</b>	<b>\$30,280,176</b>	<b>\$38,504,964</b>	<b>\$37,361,982</b>	<b>\$36,604,091</b>
<b>Percentage of Expenditures</b>	<b>49%</b>	<b>48%</b>	<b>30%</b>	<b>37%</b>	<b>33%</b>

**Target Fund Balance Percentage 25%**

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>001011 - GENERAL FUND - GENERAL REVENUE</b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	7,452,988	7,459,475	7,475,000	7,475,000	7,649,000
40102	PROPERTY TAXES - POLICE PEN	2,592,632	2,587,244	2,672,008	2,672,008	2,592,631
40103	PROPERTY TAXES - FIRE PEN	1,245,107	1,242,516	1,327,085	1,327,085	1,245,102
40150	ROAD & BRIDGE TAX	233,447	241,509	204,200	246,000	245,000
	<b>TOTAL</b>	<b>11,524,175</b>	<b>11,530,744</b>	<b>11,678,293</b>	<b>11,720,093</b>	<b>11,731,733</b>
<u>SALES TAX</u>						
41525	SALES TAX MUNICIPAL	3,939,279	3,992,718	3,700,000	3,700,000	4,022,000
41535	SALES TAX HOME RULE	5,261,225	5,193,651	4,950,000	4,950,000	5,100,000
	<b>TOTAL</b>	<b>9,200,504</b>	<b>9,186,369</b>	<b>8,650,000</b>	<b>8,650,000</b>	<b>9,122,000</b>
<u>TAXES OTHER</u>						
42053	STATE REPLACEMENT TAX	95,266	123,441	100,000	100,000	100,000
42073	STATE INCOME TAX	3,666,979	4,075,658	3,650,000	3,550,000	3,769,100
42093	LOCAL USE TAX	1,124,817	1,292,001	1,100,000	1,100,000	1,620,713
42720	PULL TABS	3,538	930	2,000	1,000	1,000
42730	MUNICIPAL UTILITY TAX	1,557,320	1,450,058	1,500,000	1,500,000	1,450,000
42740	VIDEO GAMING TAX	284,516	347,594	290,000	240,000	300,000
42750	CANIBAS TAX	-	-	-	20,000	33,921
	<b>TOTAL</b>	<b>6,732,435</b>	<b>7,289,683</b>	<b>6,642,000</b>	<b>6,511,000</b>	<b>7,274,734</b>
<u>FEES &amp; FINES</u>						
44810	TELECOMMUNICATION TAX	325,553	251,155	270,000	250,000	235,000
	<b>TOTAL</b>	<b>325,553</b>	<b>251,155</b>	<b>270,000</b>	<b>250,000</b>	<b>235,000</b>
<u>GRANTS &amp; CONTRIB</u>						
45000	GRANTS - FEDERAL	-	-	-	-	-
45005	STATE/LOCAL GRANTS	-	7,107	250,000	2,192,627	250,000
45005	72018 STATE/LOCAL GRANTS	-	-	-	-	112,500
45005	72036 STATE/LOCAL GRANTS	-	-	-	-	455,000
45005	72050 STATE/LOCAL GRANTS	-	-	-	-	225,000
45005	73010 STATE/LOCAL GRANTS	-	-	-	-	250,000
45100	CONTRIBUTIONS	139	-	-	-	-
	<b>TOTAL</b>	<b>139</b>	<b>7,107</b>	<b>250,000</b>	<b>2,192,627</b>	<b>1,292,500</b>
<u>REIMBURSEMENTS - REVENUE</u>						
47300	REIMBURSEMENT - GEN FUND	-	-	-	-	-
47772	REIMB - NSF	50	50	-	-	-
	<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	140,345	127,362	80,000	50,000	35,000
48015	REALIZED GAIN/LOSS ON INVEST	2,783	-	-	-	-
48016	UNREALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48110	GAIN/LOSS ON INVESTMENT	(18,775)	134,268	-	1,000	-
	<b>TOTAL</b>	<b>124,354</b>	<b>261,630</b>	<b>80,000</b>	<b>51,000</b>	<b>35,000</b>
<u>OTHER</u>						
49999	MISCELLANEOUS INCOME	100,669	3,095	5,000	20,000	5,000
	<b>TOTAL</b>	<b>100,669</b>	<b>3,095</b>	<b>5,000</b>	<b>20,000</b>	<b>5,000</b>
<u>TRANSFERS IN</u>						
49970	TRANSFER FROM PARK TRUST FD	3,888	14,115	14,000	-	4,000
49801	TRANSFER FROM TIF #1	-	1,684	3,693	-	-
49803	TRANSFER FROM TIF #3	-	3,368	9,232	-	-
49805	TRANSFER FROM TIF #5	-	16,857	18,463	-	-
	<b>TOTAL</b>	<b>3,888</b>	<b>36,024</b>	<b>45,387</b>	<b>-</b>	<b>4,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>28,011,766</b>	<b>28,565,858</b>	<b>27,620,680</b>	<b>29,394,720</b>	<b>29,699,967</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001012 - GENERAL GOV - CHARGES FOR SERVICES</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44800	CABLE TV FRANCHISE FEES	398,647	414,229	400,000	400,000	415,000
44820	LAND LEASE/CELLULAR TOWER	-	-	-	-	-
44844	SPRINT CELLULAR	37,156	26,900	36,587	36,587	37,500
44846	SPECTRASITE COMM	37,943	38,214	38,961	38,961	52,000
44847	CLEARWIRE LEGACY LLC	8,785	2,959	9,139	8,872	-
	<b>TOTAL</b>	<b>482,530</b>	<b>482,302</b>	<b>484,687</b>	<b>484,420</b>	<b>504,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47011	IMPOUND FEES	19,750	19,750	15,000	15,000	15,000
	<b>TOTAL</b>	<b>19,750</b>	<b>19,750</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>502,280</b>	<b>502,052</b>	<b>499,687</b>	<b>499,420</b>	<b>519,500</b>
<b><u>001032 - PUBLIC WORKS - CHARGES FOR SERVICES</u></b>						
<b><u>LICENSES &amp; PERMITS</u></b>						
43210	PARK PERMITS	950	1,550	-	400	-
	<b>TOTAL</b>	<b>950</b>	<b>1,550</b>	<b>-</b>	<b>400</b>	<b>-</b>
<b><u>CHARGES FOR SERVICES</u></b>						
46012	VILLAGE SERVICES	15,590	10,411	-	20,000	10,000
46013	RECYCLING REIMBURSEMENT	-	-	-	-	-
46700	ENVIRONMENTAL SURCHARGE	795,002	810,681	800,000	800,000	850,000
46701	TRASH STICKERS	8,330	8,635	5,000	6,000	5,500
	<b>TOTAL</b>	<b>818,922</b>	<b>829,727</b>	<b>805,000</b>	<b>826,000</b>	<b>865,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47712	REIMB - PROPERTY DAMAGE	15,267	18,050	-	25,000	-
	<b>TOTAL</b>	<b>15,267</b>	<b>18,050</b>	<b>-</b>	<b>25,000</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>835,139</b>	<b>849,327</b>	<b>805,000</b>	<b>851,400</b>	<b>865,500</b>
<b><u>001042 - COMMUNITY DEVELOPMENT - CHARGES FOR SERVICES</u></b>						
<b><u>LICENSES &amp; PERMITS</u></b>						
43190	RENTAL LICENSES PROGRAM	183,500	209,575	173,000	173,000	200,000
43210	PERMITS - BUILDING	126,127	86,131	100,000	90,000	100,000
43220	PERMITS - ELECTRICAL	118,299	87,224	80,000	65,000	65,000
43240	PERMITS - PLUMBING	25,661	8,617	15,000	10,000	15,000
43241	PERMITS - OTHER	32,695	19,870	15,000	25,000	22,500
43270	ZONING REQUESTS	750	450	1,000	1,000	1,000
	<b>TOTAL</b>	<b>487,032</b>	<b>411,866</b>	<b>384,000</b>	<b>364,000</b>	<b>403,500</b>
<b><u>FEES &amp; FINES</u></b>						
44400	PLAN REVIEW FEES	6,148	4,078	2,500	7,000	4,000
44430	REINSPECTION FEES	2,400	3,750	1,500	2,000	1,500
44460	PUBLIC SERVICE FEE	800	300	-	800	-
44462	COMMUNITY GARDEN FEE	270	340	300	300	300
	<b>TOTAL</b>	<b>9,618</b>	<b>8,468</b>	<b>4,300</b>	<b>10,100</b>	<b>5,800</b>
<b><u>CHARGES FOR SERVICES</u></b>						
46012	VILLAGE SERVICES	-	-	-	-	-
46465	ELEVATOR INSPECTIONS	3,780	4,680	4,000	4,000	4,000
46560	ADMINISTRATIVE COURT FEE	4,900	3,230	5,000	3,500	3,500
	<b>TOTAL</b>	<b>8,680</b>	<b>7,910</b>	<b>9,000</b>	<b>7,500</b>	<b>7,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47422	REIMB - ROCKWELL INTERNATL	12,000	24,000	12,000	-	12,000
47442	REIMBURSEMENT - CD	2,930	5,237	2,000	3,000	2,000
47742	REIMB - WEED LIENS	5,969	5,314	5,000	3,000	3,000
	<b>TOTAL</b>	<b>20,899</b>	<b>34,551</b>	<b>19,000</b>	<b>6,000</b>	<b>17,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>526,229</b>	<b>462,794</b>	<b>416,300</b>	<b>387,600</b>	<b>433,800</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

**001 - GENERAL FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001051 - GENERAL FUND</u></b>						
<b><u>GRANTS &amp; CONTRIB</u></b>						
45050	POLICE DEPARTMENT CONTRIB	2,067	629	2,250	15,000	2,000
45060	FIRE DEPARTMENT CONTRIB	125	365	1,000	1,000	1,000
	<b>TOTAL</b>	<b>2,192</b>	<b>994</b>	<b>3,250</b>	<b>16,000</b>	<b>3,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,192</b>	<b>994</b>	<b>3,250</b>	<b>16,000</b>	<b>3,000</b>
<b><u>001052 - GENERAL - CHARGES FOR SERVICE</u></b>						
<b><u>LICENSES &amp; PERMITS</u></b>						
43120	LIQUOR LICENSES	73,230	63,190	47,000	47,000	55,000
43130	BUSINESS LICENSES	39,930	33,100	31,000	31,000	33,000
43135	VIDEO GAMING LICENSES	66,300	104,700	22,000	22,000	22,000
43140	VENDING & AMUSEMENT LICENSES	3,875	4,395	2,500	2,500	2,500
43250	SPECIAL PERMITS OVERWEIGHTS	7,840	4,980	6,500	6,500	6,500
	<b>TOTAL</b>	<b>191,175</b>	<b>210,365</b>	<b>109,000</b>	<b>109,000</b>	<b>119,000</b>
<b><u>FEES &amp; FINES</u></b>						
44010	LOCAL ORDINANCE FINES	173,186	146,621	160,000	150,000	150,000
44015	CIRCUIT COURT FINES	183,782	157,642	165,000	165,000	180,000
44016	COURT SUPERV - PD VEHICLE PROG	2,035	7,492	-	6,500	-
44017	DUI PREVENTION REVENUE	4,163	14,914	2,000	15,000	2,000
44018	DRIVERS SAFETY PROGRAM REVENUE	32	149	-	300	-
44019	COURT FINES - DRUG FUND	1,379	4,740	2,000	7,500	2,000
44500	POLICE BURGLAR ALARM PERMIT	420	360	250	250	250
44600	FIRE PREVENTION FEES	12,367	8,274	1,000	1,000	1,000
44776	NSF FEES	50	25	-	50	-
	<b>TOTAL</b>	<b>377,413</b>	<b>340,216</b>	<b>330,250</b>	<b>345,600</b>	<b>335,250</b>
<b><u>CHARGES FOR SERVICES</u></b>						
46502	POLICE SPECIAL DUTY	54,957	29,702	70,000	30,000	85,000
46512	POLICE FALSE ALARMS	30,327	6,850	10,000	10,000	10,000
46552	REIMBURSE - POLICE LIASON	188,278	190,080	190,000	190,000	190,000
46572	POLICE REPORTS COPY	5,658	5,176	4,000	4,050	4,000
46582	REIMB - SUBPOENA FEES	930	1,957	500	1,000	500
46600	AMBULANCE USER FEE	876,213	766,053	1,300,000	930,000	1,100,000
46601	AMBULANCE MISCELLANEOUS	1,314	6,797	1,000	8,000	1,000
46610	CPR/PARAMEDIC	1,170	1,175	1,000	1,000	1,000
	<b>TOTAL</b>	<b>1,158,847</b>	<b>1,007,791</b>	<b>1,576,500</b>	<b>1,174,050</b>	<b>1,391,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47522	REIMBURSEMENT - POLICE	115	-	-	500	-
47612	REIMBURSEMENT - FIRE	23,070	36,268	25,000	75,000	25,000
47614	SMOKE DETECTOR PROGRAM REIMB	-	-	-	-	-
	<b>TOTAL</b>	<b>23,185</b>	<b>36,268</b>	<b>25,000</b>	<b>75,500</b>	<b>25,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,750,621</b>	<b>1,594,639</b>	<b>2,040,750</b>	<b>1,704,150</b>	<b>1,870,750</b>
<b><u>001081 - INTERGOVERNMENTAL</u></b>						
<b><u>TAXES OTHER</u></b>						
42060	FIRE PROTECTION DISTRICT	973,013	1,136,958	1,158,700	1,158,700	1,229,050
42063	FIRE REPLACEMENT TAX	55,984	63,270	50,000	50,000	50,000
	<b>TOTAL</b>	<b>1,028,997</b>	<b>1,200,228</b>	<b>1,208,700</b>	<b>1,208,700</b>	<b>1,279,050</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,028,997</b>	<b>1,200,228</b>	<b>1,208,700</b>	<b>1,208,700</b>	<b>1,279,050</b>
<b><u>001082 - GENERAL - CHARGES FOR SERVICE</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44840	PACE TDI	2,089	1,372	1,000	2,250	1,000
	<b>TOTAL</b>	<b>2,089</b>	<b>1,372</b>	<b>1,000</b>	<b>2,250</b>	<b>1,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,089</b>	<b>1,372</b>	<b>1,000</b>	<b>2,250</b>	<b>1,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001083 - OPERATING GRANTS &amp; CONTRIBUTIONS</u></b>						
<b><u>GRANTS &amp; CONTRIB</u></b>						
<b>ASSET FORFEITURE REVENUE</b>						
45051	20500 ASSET FORFEITURE-STATE	57,809	120,302	1,000	-	1,000
45051	20501 ASSET FORFEITURE-FEDERAL	4,778	-	1,000	-	1,000
	<b>TOTAL</b>	<b>62,586</b>	<b>120,302</b>	<b>2,000</b>	-	<b>2,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>62,586</b>	<b>120,302</b>	<b>2,000</b>	-	<b>2,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 32,721,900</b>	<b>\$ 33,297,566</b>	<b>\$ 32,597,367</b>	<b>\$ 34,064,240</b>	<b>\$ 34,674,567</b>

**MISSION STATEMENT:**

The Legislative Department is comprised of the elected Village President and six Trustees and an appointed Village Clerk. Through input from the community, the Village Board seeks to provide the highest quality municipal service through thoughtful planning, fiscal responsibility, and accessible, responsive, and proactive leadership resulting in continuous improvement of the quality of life within the community.

The Village Clerk is the keeper of all official records of the Village. It is the mission of the Clerk's office to manage the Village's records and provide customer service in an effective, courteous, and efficient manner that maintains and promotes the confidence of the community we serve and the other Village departments which the office supports.

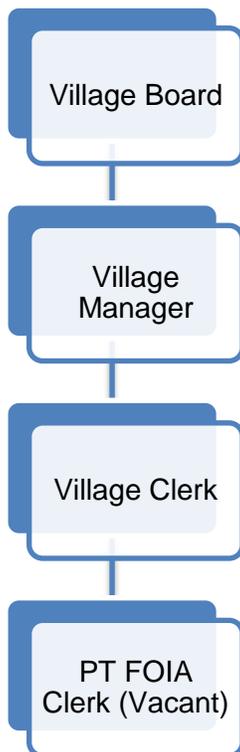
**2020 ACCOMPLISHMENTS**

1. Processed and maintained documents relative to ordinances or resolutions allowing all related documents to be stored in an organized manner and easily accessible.
2. Maintained and processed approximately 400+ commercial and home-based licenses with a projected yield of \$43,670 in fiscal year 2020 in revenue for the Village.
3. Maintained and processed approximately 71 liquor licenses with a projected yield of \$69,620 fiscal year 2020 in revenue for the Village.
4. Processed and maintained 133 video gaming device licenses/stickers at 26 locations, ensuring applicants complied with local and Illinois Gaming Board regulations yielding approximately \$105,450 for fiscal year 2020 in revenue from licensing, in addition to revenue that will be realized from a portion of the state's revenue from the gaming devices.
5. Coordinated with development team to receive information to ensure businesses located or operating within the Village are registered, information is kept current and is properly documented with the State relative to sales tax revenue.
6. Registered 28 new businesses in the Village.
7. Collaborated with the Community Development Department and Finance Department to provide reimbursement monies for liquor licenses and prorated reimbursement for video gaming to businesses who were initially shut down by COVID-19.
8. Completed and posted all required open meeting agendas and minutes.
9. Provided assistance to various departments by ensuring information and legal documents are available for their use or providing a timely response to inquiries. The Village Clerk's office received and managed approximately 230 requests for public documents with assistance from various village departments; requests are handled through the Clerk's office via FOIA Software Program. Provided assistance to the Police Department Records Supervisor/FOIA Officer on several complex FOIAs.

**2021 OBJECTIVES**

1. Review and update Business License, Liquor License, and Video Gaming applications as needed.
2. Continue to implement operational changes to utilize MUNIS functions that will expedite the business licensing process internally.
3. Collaborate with Community Development staff to provide resourceful and quality customer service to businesses within our community upon registration and renewal.
4. Continue to follow-up with information received from various sources to ensure all businesses operating or located in the Village are registered and records are kept current.
5. Provide assistance to other departments by researching and implementing organizational and technological improvements continue to advance the level of service provided to residents and staff regarding the retrieval of Village records.
6. Continue to digitize Resolutions, Ordinances, and other documents in order to provide greater efficiency in searching and retrieving documents.
7. Manage Local Records Disposal Certificate and work with Local Records Commission on the preservation and disposal of public records.

**ORGANIZATIONAL CHART**



**GENERAL FUND** LEGISLATIVE DEPARTMENT

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Fiscal 2018 Actual	Fiscal 2019 Actual	Fiscal 2020 Actual
<b>Business Licenses Issued</b>	484 for \$37,975	486 for \$41,980	404 for \$43,670
<b>Liquor Licenses Issued</b>	68 for \$64,250	68 for \$61,790	71 for \$69,620
<b>Video Gaming Stickers Issued</b>	117 for \$23,375	136 for \$67,650	133 for \$105,450
<b>New Business Registrations</b>	47	22	28

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001105 - LEGISLATIVE</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	56,178	56,839	57,868	57,868	58,911
50020	OVERTIME SALARIES	-	-	12,000	-	-
50040	LONGEVITY	-	72	108	108	144
50050	ATTENDANCE INCENTIVE	-	-	450	450	450
50075	PART TIME/SEASONAL/CENSUS	695	805	10,808	-	11,603
50110	BOARDS & COMMISSION SALARIES	54,496	51,840	55,980	55,980	55,980
	<b>TOTAL</b>	<b>111,369</b>	<b>109,555</b>	<b>137,214</b>	<b>114,406</b>	<b>127,088</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	20,555	19,934	7,177	7,177	7,293
51140	IMRF	6,085	5,177	8,830	8,830	9,632
51160	FICA	6,803	6,708	8,507	8,507	8,623
51165	MEDICARE	1,591	1,562	1,990	1,990	2,017
	<b>TOTAL</b>	<b>35,034</b>	<b>33,381</b>	<b>26,504</b>	<b>26,504</b>	<b>27,565</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	29,131	18,607	23,372	20,000	18,000
52125	PUBLIC INFORMATION	7,060	-	5,000	-	-
52154	NOTICES/PUBLICATIONS	909	1,288	2,200	1,500	2,200
52163	TRAINING/MEETINGS	2,236	3,510	14,675	5,000	11,000
52190	PROFESSIONAL SERVICE	13,192	11,012	24,475	12,500	14,475
	<b>TOTAL</b>	<b>52,529</b>	<b>34,416</b>	<b>69,722</b>	<b>39,000</b>	<b>45,675</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53620	SUPPLIES - OFFICE	528	2,195	2,000	1,000	2,000
53901	AWARDS & RECOGNITION	-	-	500	-	500
53630	OPERATING SUPPLIES	1,068	2,095	2,025	1,200	2,025
	<b>TOTAL</b>	<b>1,595</b>	<b>4,290</b>	<b>4,525</b>	<b>2,200</b>	<b>4,525</b>
<b><u>CONTINGENCIES/OTHER</u></b>						
57051	COMMUNITY IMPROVEMENTS	97,382	58,511	95,000	100,000	95,000
	<b>TOTAL</b>	<b>97,382</b>	<b>58,511</b>	<b>95,000</b>	<b>100,000</b>	<b>95,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>297,909</b>	<b>240,153</b>	<b>332,965</b>	<b>282,110</b>	<b>299,853</b>

**MISSION STATEMENT:** The Administration Department is responsible for administering programs and policies and implementing goals and objectives established by the Village Board. As manager of the department and the Village, it is the Village Manager's responsibility to direct, plan, organize, and coordinate the operations of all Village departments and to inform the Village Board on Village affairs, including current conditions and future requirements. All Village departments are under the administrative direction and supervision of the Village Manager. The Village Manager ensures that all departments are in compliance with Village Board goals and objectives.

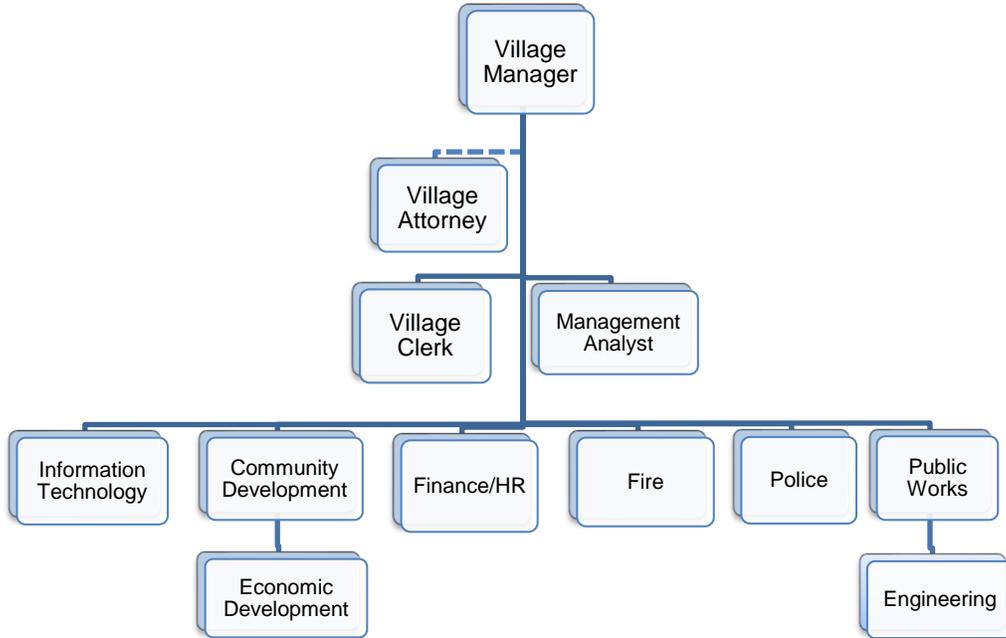
### 2020 ACCOMPLISHMENTS

1. Entered Phase 1 agreement for demolition for Huntley Square location.
2. Ended year in strong fiscal position despite economic problems related to COVID-19.
3. Coordinated Village's, internal and external, COVID-19 response with department heads.
4. Successfully applied for and received will CARES Act federal funds of more than \$2.1 million.

### 2021 OBJECTIVES

1. Improve customer service by evaluating departmental processes to reduce unnecessary bureaucracy.
2. Continue use of metrics to evaluate and manage Village operations.
3. Continue to examine cost savings and alternate service delivery measures.
4. Improve communication with residents through reestablishing newsletter and greater online and social media presence.
5. Conduct strategic planning and review to set medium and long-term goals for the Village.
6. Recruit business development at Huntley Square and old Dominick's building locations.

ORGANIZATIONAL CHART



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001110 - ADMINISTRATION</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	48,474	85,289	157,008	151,000	151,102
50040	LONGEVITY	-	-	30	40	132
50050	ATTENDANCE INCENTIVE	-	225	875	875	1,325
50075	PART TIME/SEASONAL	6,183	678	30,052	-	23,251
	<b>TOTAL</b>	<b>54,657</b>	<b>86,193</b>	<b>187,965</b>	<b>151,915</b>	<b>175,810</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	21,563	20,934	14,959	14,959	14,323
51140	IMRF	19,417	7,705	20,432	20,432	20,309
51160	FICA	3,431	4,774	11,147	9,898	9,898
51165	MEDICARE	802	1,116	2,725	2,725	2,541
51192	LIFE INSURANCE	-	-	-	-	-
	<b>TOTAL</b>	<b>45,214</b>	<b>34,529</b>	<b>49,263</b>	<b>48,014</b>	<b>47,071</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	2,666	-	4,275	-	3,500
52125	PUBLIC INFORMATION	8,312	-	18,000	8,500	30,000
52163	TRAINING/MEETINGS	20	695	8,850	500	5,700
52190	PROFESSIONAL SERVICE	250	-	25,000	23,500	35,000
52410	COMMUNICATIONS	843	110	-	200	-
	<b>TOTAL</b>	<b>12,090</b>	<b>805</b>	<b>56,125</b>	<b>32,700</b>	<b>74,200</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53620	SUPPLIES - OFFICE	604	485	1,000	500	1,000
53630	OPERATING SUPPLIES	-	-	-	-	1,000
53901	AWARDS & RECOGNITION	-	-	-	-	500
	<b>TOTAL</b>	<b>604</b>	<b>485</b>	<b>1,000</b>	<b>500</b>	<b>2,500</b>
<b><u>CONTINGENCIES/OTHER</u></b>						
57100	CONTINGENCY	53	18,277	70,000	14,000	-
	<b>TOTAL</b>	<b>53</b>	<b>18,277</b>	<b>70,000</b>	<b>14,000</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>112,618</b>	<b>140,288</b>	<b>364,353</b>	<b>247,129</b>	<b>299,581</b>

**MISSION STATEMENT (Finance):** The Finance Department provides quality financial and accounting services to all the stakeholders including the Board of Trustees, Village Employees, local Residents and Businesses, in a most effective and transparent manner, while safeguarding the Village Resources.

**MISSION STATEMENT (HR):** It is the mission of the Human Resources Department of the Village of Carpentersville to develop, implement, and maintain policies, programs, and processes that add value to the Village and its employees. Consistent with the Village's mission and values, HR will provide the employees with the training, resources, and support necessary to serve the community of Carpentersville. It is our goal to promote a work environment that is characterized by fair treatment, open communication, trust, balance, and support.

## 2020 ACCOMPLISHMENTS

### Finance

1. Submitted the Village's audit to the GFOA's Certificate of Achievement Program and the budget to the GFOA's Distinguished Budget Award Program.
2. Actively invested in CD's, US Securities/Agencies and Municipal Securities as a part of a diversified investment plan to generate additional investment income.
3. Continued to implement more network friendly usage and eliminating the need for paper documents.

### HR

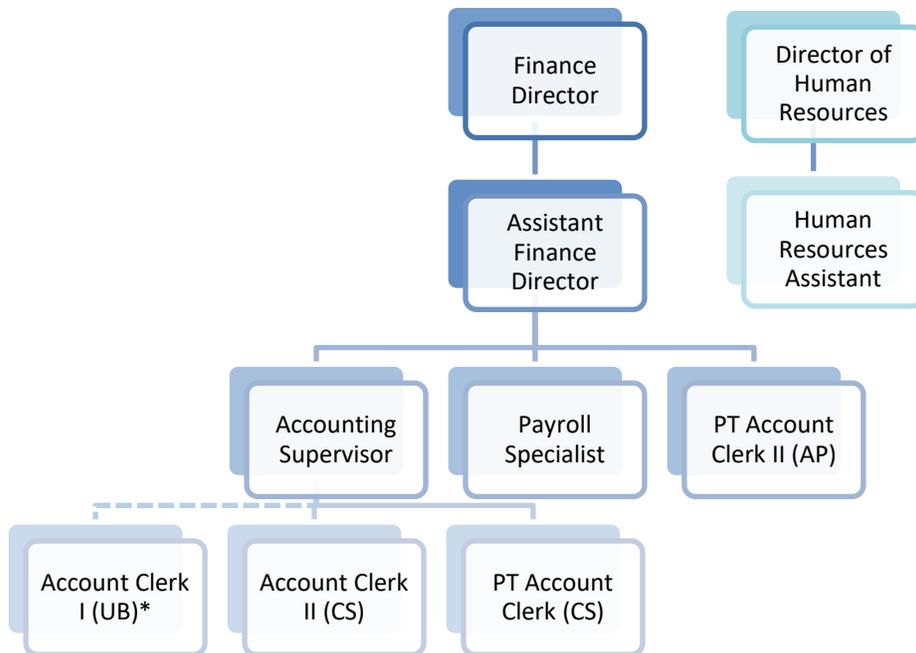
1. Negotiated successor collective bargaining agreements with unions whose contracts expired on December 31, 2019 (IAFF 4790, SEIU 73, MAP 378).
2. Co-managed Coronavirus response in the workplace related to policies, pay administration, and return to work and health screening protocol.
3. Revised Nondiscrimination and Anti-Harassment policy; coordinated mandatory annual sexual harassment training.
4. Expanded acceptable "socially distant" wellness programming in order to qualify for the highest level of rebates through insurance cooperative.
5. Coordinated training for and launched Rebound, a program supported through worker's compensation for expedited injury care.
6. Opened a corporate apparel online store with appropriate Village-branded clothing.
7. Prepared for document disposal under current guidelines, organized all of HR files, and prepared future disposal categories for HR material.
8. Ongoing file digitization for electronic document management software.

**2021 OBJECTIVES****Finance**

1. Continue to diversify investments to generate additional interest income revenues without compromising safety and liquidity.
2. Make effective use of State of Illinois Local Debt recovery program to collect outstanding utility bills, parking tickets, and various other debts to the Village.
3. Implement GFOA recommended changes to the Budget and the CAFR.
4. Continue to use network more effectively for storage of documents to eliminate the use of paper.
5. Implement a formal 5 year Capital Improvement Program to identify long term capital needs and identify the revenue available to fund the projects identified.

**HR**

1. Work with consulting firm to perform a compensation and classification analysis.
2. Research, develop, and launch a staff intranet.
3. Complete a comprehensive revision and publishing of the Personnel Manual.
4. Review and update all current non-union job descriptions.
5. Coordinate Village-wide training on customer service, supervisory skills for new managers, and any other training focused on individual department needs.
6. Implement timekeeping system for payroll; define roles and payroll involvement for HR personnel.
7. Revise vacation policy to accrue on a monthly or per pay period basis.
8. Streamline FMLA input and tracking with FMLA Manager software.



**ORGANIZATIONAL CHART**

KEY PERFORMANCE MEASURES/ SERVICE INDICATORS	Actual 2018	Actual 2019	Actual 2020
<b>A/P &amp; Payroll Activity</b>			
<b>Payroll checks processed</b>	6,118	6,090	6,158
<b>Accounts Payable checks issued</b>	3,035	3,115	3,158
<b>Purchase Orders issued</b>	85	81	103

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>001111 - FINANCE</b>						
<b>PERSONNEL SERVICES</b>						
50010	REGULAR SALARIES	229,554	127,203	191,964	191,964	145,182
50020	OVERTIME SALARIES	3,122	3,829	3,375	3,500	3,375
50040	LONGEVITY	412	497	570	570	610
50050	ATTENDANCE INCENTIVE	-	625	1,425	1,425	1,425
50075	PART TIME/SEASONAL	1,194	1,479	21,489	4,000	26,519
	<b>TOTAL</b>	<b>234,282</b>	<b>133,633</b>	<b>218,823</b>	<b>201,459</b>	<b>177,111</b>
<b>PERSONNEL BENEFITS</b>						
51129	HEALTH INSURANCE REIMBURSEMENT	66,703	35,316	41,675	41,675	22,491
51140	IMRF	25,512	12,028	21,179	21,179	17,413
51160	FICA	13,741	7,796	13,412	10,959	10,959
51165	MEDICARE	3,213	1,823	3,137	3,137	2,563
	<b>TOTAL</b>	<b>109,169</b>	<b>56,963</b>	<b>79,403</b>	<b>76,950</b>	<b>53,426</b>
<b>CONTRACTUAL SERVICES</b>						
52012	ACCOUNTING SERVICES	151,135	281,945	264,000	264,000	271,020
52013	DUES & SUBSCRIPTIONS	572	405	3,500	1,000	3,700
52105	BANK CHARGES	1,499	1,229	1,700	1,500	1,700
52150	PHYSICAL EXAMS	60	155	150	234	150
52153	PRINTING	567	135	750	300	750
52157	POSTAGE MAILING	4,250	2,729	6,100	7,500	7,500
52163	TRAINING/MEETINGS	(1,833)	766	8,753	4,000	5,825
52190	PROFESSIONAL SERVICE	8,878	11,121	5,250	6,000	24,000
52325	MAINTENANCE-OFFICE EQUIPMENT	926	1,241	1,000	1,000	1,000
52410	COMMUNICATIONS	107	-	-	-	-
	<b>TOTAL</b>	<b>166,161</b>	<b>299,726</b>	<b>291,203</b>	<b>285,534</b>	<b>315,645</b>
<b>COMMODITIES/SUPPLIES</b>						
53606	MINOR TOOLS - EQUIPMENT	2,073	-	1,000	-	1,000
53620	SUPPLIES - OFFICE	2,919	2,187	2,500	2,500	2,500
53901	MILESTONE AWARDS	50	425	100	100	100
	<b>TOTAL</b>	<b>5,042</b>	<b>2,612</b>	<b>3,600</b>	<b>2,600</b>	<b>3,600</b>
	<b>DEPARTMENT TOTAL</b>	<b>514,654</b>	<b>492,934</b>	<b>593,029</b>	<b>566,543</b>	<b>549,782</b>

**MISSION STATEMENT:** The mission of the Information Technology Department is to facilitate reliable, timely, and convenient access to information for employees and residents of the Village of Carpentersville. We will identify, implement, and support applications and systems that enhance service delivery, enable employee productivity and utilize technology to further the goals of the Village of Carpentersville in a fiscal responsible manner.

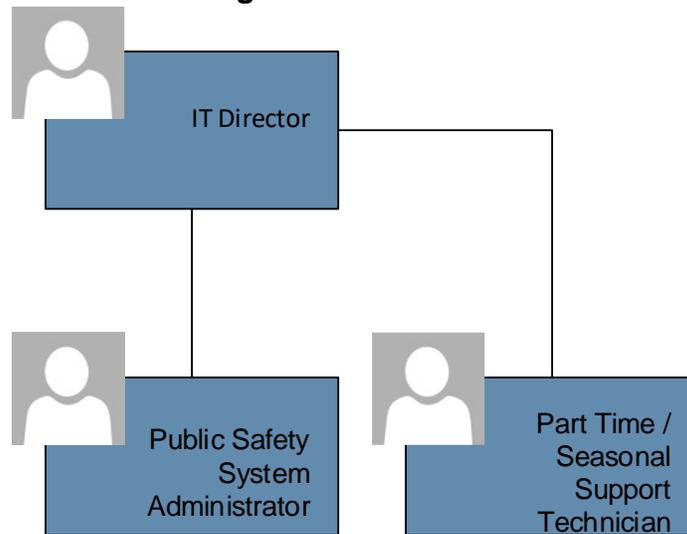
## **2020 ACCOMPLISHMENTS**

1. Added Milestone Xprotect Plus to replace multiple standalone video security systems.
2. Expanded access control to Police Department, Village Hall, and Wastewater facilities.
3. Reduced physical server infrastructure and expanded VXRail resources.
4. Upgraded Munis ERP 11.3 to Munis 2019.1..
5. Improved police evidence submission to states attorney's office.

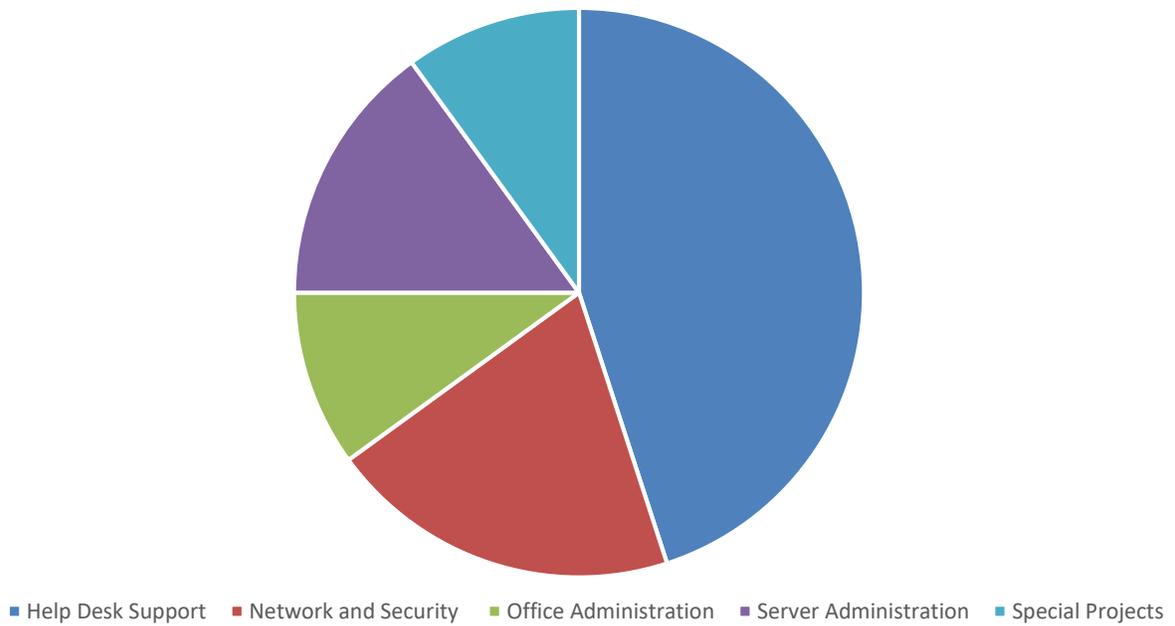
## **2021 OBJECTIVES**

1. Replace existing Xerox copier fleet COTG contract and reduce cost.
2. Replace and enhance police department interview and security cameras.
3. Explore implementation of Village intranet.
4. Upgrade and expand Laserfiche usage.
5. Work with departments to enhance and expand Munis application usage.

### Organizational Chart



### Functional Areas



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001112 - INFORMATION TECHNOLOGY</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	94,683	83,091	88,195	88,195	89,778
50020	OVERTIME SALARIES	-	-	5,200	-	5,200
50040	LONGEVITY	12	16	50	50	84
50050	ATTENDANCE INCENTIVE	50	238	425	425	425
	<b>TOTAL</b>	<b>94,745</b>	<b>83,344</b>	<b>93,870</b>	<b>88,670</b>	<b>95,487</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	19,413	18,827	16,953	16,953	18,730
51140	IMRF	10,285	7,577	10,204	10,204	11,067
51160	FICA	5,560	4,873	5,498	5,498	5,598
51165	MEDICARE	1,300	1,139	1,286	1,286	1,309
	<b>TOTAL</b>	<b>36,559</b>	<b>32,416</b>	<b>33,941</b>	<b>33,941</b>	<b>36,704</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52157	POSTAGE/MAILING	-	-	150	-	150
52163	TRAINING/MEETINGS	-	-	2,500	-	2,500
52999	OTHER CONTRACTUAL	-	-	-	-	65,000
52190	PROFESSIONAL SERVICE	101,644	128,031	164,201	155,000	119,436
52320	MAINTENANCE - MUNIS	63,540	68,963	71,828	65,000	65,000
52323	MAINTENANCE EQUIPMENT	3,432	8,872	10,000	-	10,000
52410	COMMUNICATIONS	6,237	4,662	48,700	48,700	49,000
	<b>TOTAL</b>	<b>174,853</b>	<b>210,528</b>	<b>297,379</b>	<b>268,700</b>	<b>311,086</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53606	MINOR TOOLS - EQUIPMENT	2,558	12,804	21,000	30,000	32,500
53608	COMPUTER	687	6,376	66,442	65,000	32,000
53611	SUPPLIES - NETWORK SOFTWARE	-	1,151	26,065	11,600	26,065
53620	SUPPLIES - OFFICE	-	791	800	800	1,000
53630	OPERATING SUPPLIES	683	168	1,000	1,000	1,000
	<b>TOTAL</b>	<b>3,929</b>	<b>21,290</b>	<b>115,307</b>	<b>108,400</b>	<b>92,565</b>
	<b>DEPARTMENT TOTAL</b>	<b>310,085</b>	<b>347,578</b>	<b>540,497</b>	<b>499,711</b>	<b>535,842</b>

General Services is a separate cost center within the finance department that oversees the large contractual expenses of the Village, including but not limited to: Legal Services, Risk Management/Liability Insurance, Unemployment for the Village as a whole, and residential refuse service. All General Fund Interfund transfers also take place here. This cost center was created for improved transparency and improved reporting at the department level. By creating this cost center, true operating costs are now reported in the Finance and Street department. This department mainly supports the Finance and Administration departments.

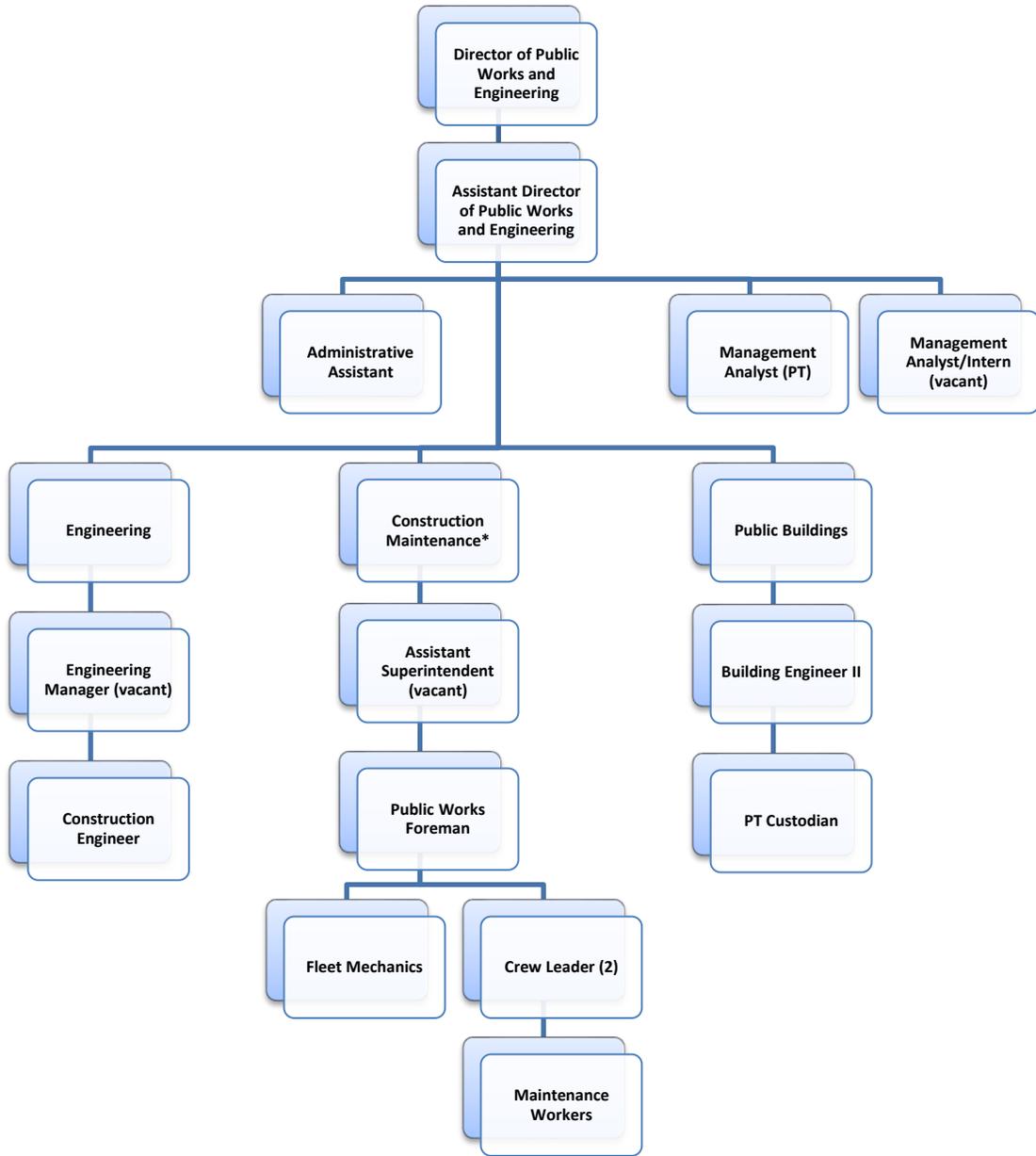
**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001113 - GENERAL SERVICES</u></b>						
<b><u>PERSONNEL BENEFITS</u></b>						
51130	WELLNESS PROGRAM	5,471	5,379	4,500	4,000	4,500
51150	UNEMPLOYMENT	9,634	4,874	30,000	10,000	30,000
	<b>TOTAL</b>	<b>15,105</b>	<b>10,253</b>	<b>34,500</b>	<b>14,000</b>	<b>34,500</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52030	LEGAL FEES	32,856	103,773	125,000	75,000	125,000
52035	LEGAL RETAINER	127,148	144,171	160,000	132,500	160,000
52156	REFUSE - RESIDENTIAL	2,890,419	2,975,377	3,053,061	3,053,061	3,136,024
52157	POSTAGE/MAILING	5,709	5,507	6,000	6,000	6,000
52190	PROFESSIONAL SERVICE	67,882	69,711	-	55,000	-
52220	LIABILITY INSURANCE REIMBURSEM	667,800	583,800	612,990	583,800	612,990
52410	COMMUNICATIONS	51,392	55,621	-	47,000	-
	<b>TOTAL</b>	<b>3,843,206</b>	<b>3,937,960</b>	<b>3,957,051</b>	<b>3,952,361</b>	<b>4,040,014</b>
<b><u>TRANSFERS OUT</u></b>						
59030	TRANSFER TO DEBT SERVICE	104,429	316,450	318,200	316,450	318,200
59235	TRANS TO CAP EQUIP REPLACEMENT	400,000	539,000	1,900,000	1,900,000	1,297,000
59299	TRANSFER OUT TO FUND 299	-	314,550	5,500,000	5,500,000	3,899,129
59400	TRANSFER TO MFT	-	-	-	-	-
59998	TRANSFER TO INSURANCE FUND	-	-	-	-	-
	TRANSFERS OTHER	1,169	1,169	-	-	-
	<b>TOTAL</b>	<b>505,597</b>	<b>1,171,169</b>	<b>7,718,200</b>	<b>7,716,450</b>	<b>5,514,329</b>
	<b>DEPARTMENT TOTAL</b>	<b>4,363,908</b>	<b>5,119,382</b>	<b>11,709,751</b>	<b>11,682,811</b>	<b>9,588,843</b>

**ORGANIZATIONAL CHART**  
**Public Works – General Fund**

*See supplemental section for entire Public Works Organizational Chart*



\*Construction Maintenance houses the following divisions:  
Parks (General Fund)  
Streets (General Fund)  
Vehicle Maintenance (General Fund)  
Underground Utilities (Enterprise Fund)

**MISSION STATEMENT:** Building Maintenance staff is dedicated to providing custodial and building maintenance tasks for Village owned facilities and its working population.

Responsibilities include but are not limited to:

**Equipment Maintenance & Repair– Village Hall, Police, Public Works, Fire Stations.**

Rooftop HVAC units  
Rooftop exhaust fans  
CoRayVac heating units  
Fan coil heating and cooling units  
Boilers, chillers, cooling tower & circulating pumps  
Plumbing (water supply piping, waste and vent piping, water heaters, plumbing fixtures)  
Electrical (distribution panels, piping, circuits, lighting fixtures)  
Natural gas emergency generators  
Electric re-heat units Village Hall 2<sup>nd</sup> floor, electric heat units at misc. buildings.  
Village Hall & Police Station Sewage lift station and associated pumps  
Building appliances (refrigerators, dish washers, clothes dryers & washers, ice-makers)

**Building & Grounds Maintenance**

Painting (interior and exterior)  
Roof maintenance  
Trees, bushes, and landscaping areas  
Overhead Doors  
Exterior Windows  
Exterior building lights

**General Custodial Duties**

House cleaning

**2020 ACCOMPLISHMENTS**

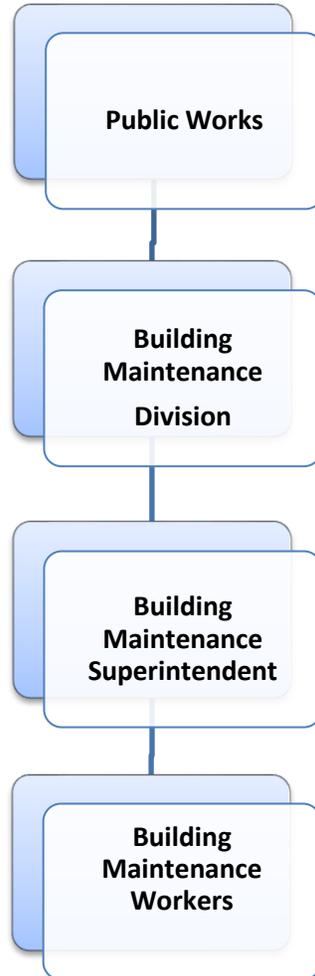
1. Village Hall, Public Works & Fire Stations building generators switched to a new service and repair company for yearly maintenance and repairs. Added a six-month inspection of generators to find issues before they become major or cause down time of generator.
2. Fire Station 93 emergency replacement of the day room and bunk room HVAC system.
3. Public Works Facility generator repairs and control board failures caused by lightning strike.
4. Public Works Facility - performed extensive work on Building Automation System (BAS) that controls all the HVAC equipment. Allows for more efficient running of equipment.

5. Fire Station 93 repaired HVAC zone damper by-pass systems for proper operation. Repaired training room CO<sub>2</sub> fresh air monitoring system. This increases efficiency, reduces wear on the equipment and a more comfortable environment.
6. Public Works Facility start yearly maintenance and inspection for all overhead doors. Made needed repairs to doors as identified during maintenance and inspection.
7. Increased HVAC In-house preventative maintenance and repairs.
  - a. Performed a more thorough A/C and Heat inspection at Fire Stations, Public Works Facility, Village Hall, Water & Wastewater Facilities.
8. Village Hall and Police Station replaced another 15 Fan Coil Units (FCU) blower motors and blower wheels.
9. Village Hall and Police Station replaced 26 FCU thermostats.
10. Village Hall and Police Station repairs to chiller system bundles. Inspect, descale, brush clean, and plug tubes that walls are getting thin. Replace two 4" gate valves on boiler system.
11. Village Hall installed chemical pot feeder and string filter on chiller side of building dual temp piping system. Allows the ability to test water quality in the summer and add chemicals as needed to help preserve piping.
12. Police Station basement overhead cast iron sewer piping emergency repairs.
13. Village Hall & Police Station basement water service repair work. Replaced worn piping, water meter, fire suppression main water shut off valves. Immediate area it enters basement.
14. Village Hall & Police Station replaced Fire Department Connection. Piping underground had failed.
15. Public Works RTU#1 25 ton HVAC unit AC condenser coil emergency repair. Condenser fan bracket failed and the fan fell into the condenser coil creating a large hole, which inevitably cause a complete shutdown of the building's cooling system.

## 2021 OBJECTIVES

1. Continue increased HVAC preventative maintenance at Village Hall, Police Station, Fire Stations, Public Works Facility, Water Facility, Wastewater Facility and associated buildings.
2. Continue increased plumbing repairs, electrical repairs and general building maintenance repairs at Village Hall, Police, Fire and Public Works Facilities. Conduct site visits to assess and generate updated lists of items needing maintenance or repair.
3. Public Works Facility and Fire Stations look into ComEd energy efficiency programs and incentives for upgrading interior and exterior lighting to LED.
4. Village Hall and Police Station investigate certain HVAC Volumetric Air Valves (VAV)-Zones that are causing issues regulating temperature in the building.

- 5. Village Hall Board Room replace carpeting, replace chairs, and re-upholster bench seat cushions.



**ORGANIZATIONAL CHART**

*See prior page for entire Public Works – General Fund Organizational Chart*

KEY PERFORMANCE MEASURES/ SERVICE INDICATORS	Unit of Measurement	2018 Actual	2019 Actual	2020 Actual
<b>HVAC / Mechanical Systems VH/PD</b>	Hours	568	596	697
<b>Plumbing VH/PD</b>	Hours	136	20	108
<b>Electrical VH/PD</b>	Hours	88	53	58
<b>General Maintenance VH/PD</b>	Hours	1,159	1,095	803
<b>Grounds Maintenance VH/PD</b>	Hours	208	115	86
<b>Janitorial VH/PD</b>	Hours	2,322	2,769	2,687
<b>Administration / Paper Work</b>	Hours	708	771	1,045
<b>Snow / Ice Control VH/PD</b>	Hours	261	51	22
<b>HVAC / Mechanical Systems PW</b>	Hours	413	409	266
<b>Plumbing PW</b>	Hours	54	68	40
<b>Electrical PW</b>	Hours	47	91	46
<b>General Maintenance PW</b>	Hours	54	194	146
<b>Janitorial PW</b>	Hours	109	232	631
<b>Rod / Flush Building Sewer Lines F.S. 91</b>	Hours	124	131	103
<b>HVAC / Mechanical Systems F.S. 91</b>	Hours	160	143	113
<b>Plumbing F.S. 91</b>	Hours	27	9	18
<b>Electrical F.S. 91</b>	Hours	56	94	31
<b>General Maintenance F.S. 91</b>	Hours	29	64	29.5
<b>Rod / Flush Building Sewer Lines F.S. 92</b>	Hours	5	0	1
<b>HVAC / Mechanical Systems F.S. 92</b>	Hours	125	137	105
<b>Plumbing F.S. 92</b>	Hours	7	23	9.5
<b>Electrical F.S. 92</b>	Hours	16	33	9
<b>General Maintenance F.S. 92</b>	Hours	28	11	22
<b>Rod / Flush Building Sewer Lines F.S. 93</b>	Hours	16	26	43
<b>HVAC / Mechanical Systems F.S. 93</b>	Hours	181	226	216
<b>Plumbing F.S. 93</b>	Hours	25	44	33.5
<b>Electrical F.S. 93</b>	Hours	45	23	19
<b>General Maintenance F.S. 93</b>	Hours	181	108	39

VH/PD = Village Hall/Police Department

PW = Public Works

FS = Fire Station

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>001115 - PUBLIC BUILDINGS</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	155,682	160,541	160,167	160,167	212,869
50020	OVERTIME SALARIES	3,161	6,074	7,000	6,500	7,000
50040	LONGEVITY	280	360	384	384	504
50050	ATTENDANCE INCENTIVE	750	1,000	975	975	1,350
50075	PART TIME/SEASONAL	39,724	49,062	51,956	51,956	53,023
	<b>TOTAL</b>	<b>199,598</b>	<b>217,037</b>	<b>220,482</b>	<b>219,982</b>	<b>274,746</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	31,822	41,447	38,893	38,893	38,137
51140	IMRF	18,768	17,269	20,813	20,813	26,616
51160	FICA	12,120	13,093	13,670	13,670	17,034
51165	MEDICARE	2,835	3,062	3,197	3,197	3,984
	<b>TOTAL</b>	<b>65,545</b>	<b>74,872</b>	<b>76,573</b>	<b>76,573</b>	<b>85,771</b>
<u>CONTRACTUAL SERVICES</u>						
52150	PHYSICAL EXAMS	267	475	240	-	240
52190	PROFESSIONAL SERVICE	1,472	1,389	2,600	2,500	2,600
52310	MAINT BUILDINGS & GROUNDS	22,069	45,231	69,000	58,000	69,000
52323	MAINTENANCE EQUIPMENT	37,242	30,823	51,000	27,000	51,000
52409	HEATING	7,690	7,840	8,000	8,000	8,000
52410	COMMUNICATIONS	1,519	1,362	1,600	1,600	1,600
	<b>TOTAL</b>	<b>70,259</b>	<b>87,119</b>	<b>132,440</b>	<b>97,100</b>	<b>132,440</b>
<u>COMMODITIES/SUPPLIES</u>						
53606	MINOR TOOLS - EQUIPMENT	2,479	4,643	5,000	4,900	4,900
53630	OPERATING SUPPLIES	33,669	22,237	35,000	20,000	30,000
53651	SUPPLIES - CLOTHING	1,179	1,694	2,250	750	2,500
53901	AWARDS & RECOGNITION	-	-	-	-	-
	<b>TOTAL</b>	<b>37,328</b>	<b>28,574</b>	<b>42,250</b>	<b>25,650</b>	<b>37,400</b>
<u>EQUIPMENT</u>						
55799	IMPROVEMENTS	-	-	100,000	87,500	100,000
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>87,500</b>	<b>100,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>372,729</b>	<b>407,602</b>	<b>571,745</b>	<b>506,805</b>	<b>630,357</b>

The Engineering Division provides to following the managing and completion of the following functions:

- Plan, manage and oversee capital improvement projects and complete field survey, design, documents, and construction management for a specific projects. Also, coordinates capital improvements to be performed by other adjacent municipalities, Kane County and the IDOT.
- Pursue grant funding opportunities for various improvement projects.
- Review, inspect, and accept the installation of public improvements for residential, commercial, and industrial developments. Managing and tracking developer bond guarantees for individual developments is also performed.
- Assist residents and developers by interpreting and Village codes and engineering standards, completing site improvement plan and grading plan reviews and inspections, provide field engineering support for environmental, water, sewer, street improvements to ensuring compliance with all Village codes and standards.
- Maintain files for historic as-built drawings, utility atlas records, surveys, and various mapping information of public and private improvements.

**2020 ACCOMPLISHMENTS**

1. Awarded design contracts and complete the preparation of engineering plans and bid documents for all capital projects identified within the 2020 Capital and MFT Funds.
2. Maintained the 5-year Capital Improvement Plan and Pavement Condition Survey.
3. Submitted grant funding application for Kane County Development funding, Surface Transportation Program funding, as well as other grant funding opportunities that were identified.
4. Completed plan review and oversee construction of developer improvements and associated off-site improvements.
5. Reviewed and approved the reduction and release of developer bonds and letters of credit.

**2021 OBJECTIVES**

1. Award design contracts and complete the preparation of engineering plans and bid documents for all capital projects identified within the 2021 Capital and MFT Funds.
2. Maintain and update the 5-year Capital Improvement Plan and Pavement Condition Survey.

3. Submit grant funding application for Kane County Development funding, Surface Transportation Program funding, as well as other grant funding opportunities as identified.
4. Complete plan review and oversee construction of developer improvements and associated off-site improvements.
5. Review and approve the reduction and release of developer bonds and letters of credit.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001140 - ENGINEERING</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	-	923	194,887	117,000	117,483
50040	LONGEVITY	-	-	546	546	516
50050	ATTENDANCE INCENTIVE	-	-	2,140	2,140	620
	<b>TOTAL</b>	-	<b>923</b>	<b>197,573</b>	<b>119,686</b>	<b>118,619</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	-	-	42,682	42,682	25,783
51140	IMRF	-	100	21,476	13,825	12,882
51160	FICA	-	56	12,094	7,266	7,354
51165	MEDICARE	-	13	2,865	1,730	1,720
	<b>TOTAL</b>	-	<b>169</b>	<b>79,117</b>	<b>65,503</b>	<b>47,739</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	-	-	510	437	510
52163	TRAINING/MEETINGS	-	-	1,800	-	1,800
52190	PROFESSIONAL SERVICE	-	-	29,000	16,000	29,000
52410	COMMUNICATIONS	-	-	1,400	1,400	1,400
	<b>TOTAL</b>	-	-	<b>32,710</b>	<b>17,837</b>	<b>32,710</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53606	MINOR TOOLS - EQUIPMENT	-	-	200	200	200
53620	SUPPLIES - OFFICE	-	-	5,090	-	5,090
	<b>TOTAL</b>	-	-	<b>5,290</b>	<b>200</b>	<b>5,290</b>
	<b>DEPARTMENT TOTAL</b>	-	<b>1,092</b>	<b>314,690</b>	<b>203,226</b>	<b>204,358</b>

**MISSION STATEMENT:** The Parks Division within Public Works is dedicated to providing safe, clean, and beautiful parks and recreational facilities for the residents of Carpentersville. Services shall be provided to enrich the quality of life for residents and provide the best possible recreational facilities and open natural spaces available.

Responsibilities include but are not limited to:

**Picnic Areas** – Responsible for 20 areas in 5 parks with an additional 6 sitting areas.

**Playground** – Maintenance of 1 playground area in Carpenter Park.

**Pavilions** – Maintenance of 2 pavilions and 1 stage in Carpenter Park. Maintenance of 1 pavilion in McNamee Park.

**Veterans' Garden** – Maintenance of the Veterans' Memorial Garden area, which includes the installation and repair of bricks in the monument area, installation and maintenance of block retaining walls around the various flower beds, the planting and maintenance of flowers, bushes, trees, and flagpoles/flags within the garden area.

**Baseball/Softball Field** – Maintenance of 1 baseball/softball field and associated grounds.

**Cleaning** – General clean-up and maintenance of all parks and public properties within the parks system.

**Tree Trimming and Removal** – The trimming of limbs and removal of trees that have been deemed hazardous or dead.

**Snow Removal** – Removal of snow from the parking areas, walking paths in Carpenter Park, Veterans' Garden, and 51 S. Grove bike path extension.

**Mulching** – The placement of mulch in various flower/shrub areas, village entrance signs, and the "Old Town" monument sign on Main Street & IL. Rte. 31.

**Fox River Bank Beautification** - Mainte

nance of two river banks at Timothy R. McNamee and John "Jack" Hill Memorial parks as well as the newly leased Fox River Phase II Project Area.

**Entrance Signs** - Maintenance and repair of 5 Village of Carpentersville entrance signs, 4 neighborhood entrance signs, and the "Old Town" monument sign on Main Street & IL. Rte. 31.

## 2020 ACCOMPLISHMENTS

1. Aerate and over-seed Carpenter Park.
2. Install new lime stone screenings onto the Carpenter Park baseball field-warning track.
3. Install new gazebo and bench at McNamee Park.
4. Trim every tree in Carpenter Park.
5. Remove two dead trees in Carpenter Park.
6. Assisted the Chicago Area Mountain Bikers Association in the continued development of the Keith Andres Memorial Bike Park trail system.
7. Completion of the creek bed stabilization project, located at Keith Andres Memorial Park.
8. Contractually removed four large diameter fallen trees within Keith Andres Memorial Park.
9. Prepared bid specifications and publicly advertised a contract for the Annual Ground Maintenance services.
10. Assist the Fish Pantry in the installation of a new Park Bench located at Carpenter Park.
11. Paint the Carpenter Park stage ceiling.

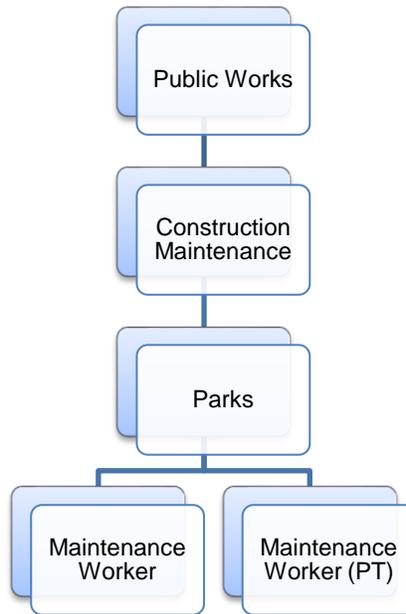
12. Power wash sand and seal the brick pavers located at Veterans Gardens. (Top Portion)
13. Install holiday lighting at Carpenter Park.

## 2021 OBJECTIVES

1. Carpenter Park
  - a. Install electrical drop boxes and piping underground in various locations around the center walking path to allow electric cords to be ran under the path instead of over during special events.
  - b. Install UNILOCK landscape wall bricks around the back of the stage to provide a more attractive planter box around the electrical panel.
  - c. Install six 120 electrical outlets on the north side of the center walking path to provide more power alternatives for holiday lighting and special events.
2. Timothy R. McNamee Memorial Park
  - a. Remove debris in the Fox River during low levels.
3. John "Jack" Hill Memorial Park
  - a. Trim and raise all of the trees.
  - b. Remove debris in the Fox River during low levels.
4. Keith Andres Memorial Park
  - a. Continue to assist the Chicago Area Mountain Bikers Association (CAMBr) in the development of the Keith Andres Bike Park trail system.
  - b. Continue the maintenance and rehabilitation of creek bed banks on an as needed basis.
  - c. Contractual and in-house tree removal.
5. Public Properties
  - a. Pursue and apply for grants to continue the entrance sign program with the goal of constructing entrance sign landscaping at all major entrances in the village.
  - b. Prepare bid specifications and publicly advertise a contract for the Annual Ground Maintenance service.
6. Overall responsibilities
  - a. Continue to pursue grants related to the development of our parks system.
  - b. Continue to assist groups and the Special Events and Parks Commission organizing venues to promote positive quality of life goals as outlined by the Village Board.

**ORGANIZATIONAL CHART**

*See supplemental section for entire Public Works – General Fund Organizational Chart*



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	Actual 2018	Actual 2019	Actual 2020
Site Park Permits	Permits Issued	23	16	
Snow & Ice Control	Man Hours	86	235	301
Storm Cleanup	Man Hours	8	183	184
Park Cleanup	Man Hours	363	1172	463
Tree Maintenance	Man Hours	80	129	117
Playground Equip. Repair	Man Hours	0	60	64
Picnic Site Repair	Man Hours	40	155	135
Entrance Sign Maintenance	Man Hours	820	100	90
Grounds Maintenance	Man Hours	310	452	498
Vet. Garden Maintenance	Man Hours	188	226	231
Structure Maintenance	Man Hours	80	102	8
Graffiti Removal	Man Hours	28	11	14
Labor Pool (provided)	Man Hours	380	61	123
Special Events	Man Hours	96	380	0
Material Hauling	Man Hours	120	40	62
Tool & Equipment Repair	Man Hours	48	70	52
Training	Man Hours	12	64	16
Administration	Man Hours	56	112	112

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>001220 - PARKS</b>						
<b>PERSONNEL SERVICES</b>						
50010	REGULAR SALARIES	71,702	74,096	70,584	70,584	66,049
50020	OVERTIME SALARIES	6,862	16,827	8,000	3,000	8,000
50040	LONGEVITY	760	800	800	800	40
50050	ATTENDANCE INCENTIVE	400	600	800	800	800
50075	PART TIME/SEASONAL	41,993	35,662	55,933	55,933	59,085
	<b>TOTAL</b>	<b>121,717</b>	<b>127,985</b>	<b>136,117</b>	<b>131,117</b>	<b>133,974</b>
<b>PERSONNEL BENEFITS</b>						
51129	HEALTH INSURANCE REIMBURSEMENT	22,979	22,310	16,131	16,131	16,950
51140	IMRF	12,970	11,579	13,258	13,258	12,986
51160	FICA	7,061	7,543	9,679	9,679	8,306
51165	MEDICARE	1,651	1,764	2,264	2,264	1,934
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	20,000	-	-
	<b>TOTAL</b>	<b>44,662</b>	<b>43,196</b>	<b>61,332</b>	<b>41,332</b>	<b>40,176</b>
<b>CONTRACTUAL SERVICES</b>						
52150	PHYSICAL EXAMS	50	125	300	275	300
52190	PROFESSIONAL SERVICE	1,063	6,030	8,000	6,000	8,000
52310	MAINT BUILDING & GROUNDS	5,806	14,023	18,000	18,000	18,000
52410	COMMUNICATIONS	-	-	200	200	200
52740	TREE/LAWN CARE	37,598	61,585	60,000	64,000	65,000
52901	RENTALS	145	-	2,000	685	2,000
	<b>TOTAL</b>	<b>44,662</b>	<b>81,762</b>	<b>88,500</b>	<b>89,160</b>	<b>93,500</b>
<b>COMMODITIES/SUPPLIES</b>						
53102	STREET MATERIALS	1,374	3,166	6,000	4,000	5,000
53606	MINOR TOOLS - EQUIPMENT	7,743	5,148	7,000	5,000	6,000
53630	OPERATING SUPPLIES	16,051	7,612	15,000	11,000	12,000
	<b>TOTAL</b>	<b>25,168</b>	<b>15,926</b>	<b>28,000</b>	<b>20,000</b>	<b>23,000</b>
<b>EQUIPMENT</b>						
<b>IMPROVEMENTS</b>						
55799	60008 VIDEO GAMING PROJECTS	7,630	-	-	-	-
	<b>TOTAL</b>	<b>7,630</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>243,839</b>	<b>268,870</b>	<b>313,949</b>	<b>281,609</b>	<b>290,650</b>

**MISSION STATEMENT:** The Street Division is dedicated to the repair and maintenance of the Village's streets, right-of-ways, and parks.

The Street Division's primary functions include but are not limited to:

1. Mill and overlay deteriorating pavements
2. Roadway patching
3. Snow and ice control
4. Tree trimming
5. Tree removal
6. Shoulder repair
7. Ditch-line restoration and maintenance
8. Right-of-way debris and trash pick-up
9. Street sweeping
10. Storm sewer catch basin cleaning
11. Dead animal pickup
12. Sign installation and repair
13. Street light maintenance
14. Crosswalk / stop bar striping
15. Graffiti removal
16. Assist other Divisions with manpower, equipment, and logistical support

### **2020 ACCOMPLISHMENTS**

1. Milled and paved using hot-mix asphalt (one half mile) of pavement throughout town. All pavement was removed to stone, proofed rolled and base repairs were made as needed.
2. Patched 21 different areas from various utility repairs using hot-mix asphalt.
3. Saw cut and removed 63 failed pavement areas in need of road patching.
4. Install, water, mulch, and edge 65 parkway trees as part of the in-house spring/fall tree-planting program.
5. Performed 104 restorations at various locations.
6. Removed 72 dead or diseased trees from Village parkways.
7. Stump ground and restored 71 tree stumps with topsoil, seed, and blanket.
8. Contractual trimmed all the parkway trees in the White Oaks Subdivision, Tulsa Ave from Lake Marion to Kings Road, Wakefield Drive, Windsor Circle to Bristol Circle, Garfield Drive, Grant Drive, Wilson Ave and Tee Lane from Monroe Ave to Dead end.
9. Contractual removed hazardous trees on Williams Road along the east right of way from Williams Street to Fox River Shores.
10. Responded to 109 requests for service from village residents and staff members regarding miscellaneous issues/concerns.

11. Produced and installed 291 signs regulatory and informational signs.
12. Produced and installed 360 street name signs.
13. Produced 171 different stickers for banners and special event signage.
14. Prepared bid specifications, publicly advertised and awarded a contract for the annual Ground Maintenance services related to mowing, trimming and debris pick-up within right-of-ways, Village owned properties, and parks.
15. Continued the contractual snowplowing contract.
16. Continued contractual street sweeping contract.
17. The purchase of two new 5-ton dump trucks with snowplows, salt spreaders and pre-wet packages.

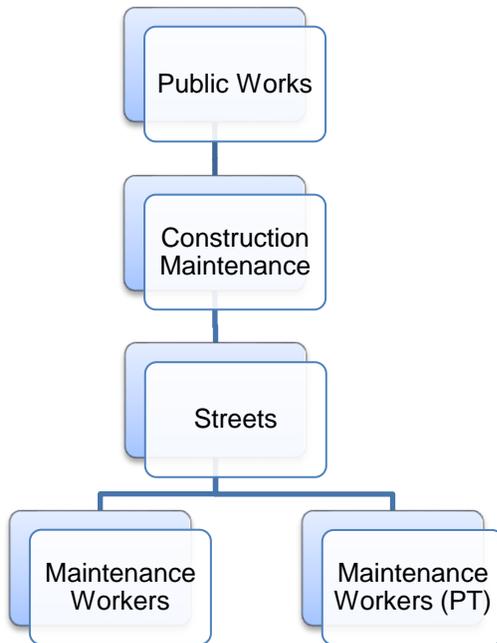
## 2021 OBJECTIVES

1. Continue the Village's "In-House" paving program.
2. Continue to publicly advertise and award a contract for contractual tree trimming/removal program.
3. Continue to expand upon the In-House tree-planting program.
4. Continue to publicly advertise and award a contract related to the annual grounds maintenance contract for mowing, trimming and debris pick-up within right-of-ways and Village owned properties.
5. Continue to publicly advertise and award a contract for street sweeping services. The Village will be swept a total of 10 times a year.
6. Continue to publicly advertise and award a contract for the annual crack-sealing program.
7. Continue to publicly advertise and award a contract for the annual street striping program.
8. Continue to award a contract for snow removal services.
9. Maintain the integrity of staff by means of cross training and sharing resources with other Divisions within the Public Works Department.
10. Continue to reposition the Village's electronic speed signboards as determined by the Police Department.
11. Purchase two new 5-ton dump trucks with plows, salt speeders, and pre-wet packages.
12. Purchase a new forestry truck.

13. Continue to work on the Village's new branding logo in the form of street name change-outs and banner replacements.
14. Expand the Divisions In-house tree-trimming program.

**ORGANIZATIONAL CHART**

*See supplemental section for entire Public Works – General Fund Organizational Chart*



**GENERAL FUND**

**CONSTRUCTION MAINTENANCE -  
STREET DIVISION**

<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>	<b>Unit of Measurement</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>
<b>Snow / Ice</b>	Hours	487	1,311	1,216
<b>Dead Animal Pickup</b>	Number of	80.5	150	52
<b>Street Light Maintenance</b>	Hours	62	90	12
<b>Debris Pickup</b>	Hours	113	305	317
<b>Storm Damage Cleanup</b>	Hours	1,003	454	389
<b>Catch basins / Flooding</b>	Hours	935	261	234
<b>Street Sweeping</b>	Hours	1,170	110	120
<b>Paving</b>	Hours	398	454	545
	Lane Miles	1.0	1.0	1.0
<b>Milling/Grinding</b>	Hours	629	752	801
	Lane Miles	2.0	2.0	2.0
<b>Pavement</b>	Tons	900	975	747
<b>Patching/Pot Holes</b>	Tons	800	500	300
<b>Utility Restoration</b>	Tons	260	389	463
<b>Roadside Restoration</b>	Hours	262	152	351
<b>Ditch Work</b>	Hours	32	80	165
<b>Road Base Repairs</b>	Hours	542	1,100	1,237
<b>Concrete</b>	Hours	52	59	84
<b>Restorations / Dirt &amp; seed</b>	Hours	312	630	852
<b>Signs made</b>	Hours	1,280	1,123	685
	Number of	592	675	451
<b>Signs installed</b>	Hours	701	480	651
	Number of	471	502	502
<b>Painting Stop Bars / Crosswalks</b>	Hours	161	52	71
<b>Cross Walk Symbols</b>	Number of	30	21	67
<b>Painting Center / Edge Lines (contractual)</b>	Footage	134,548	139,646	0
<b>Graffiti Removal / Signs</b>	Hours	131	16	17
<b>Graffiti Removal / Pavement</b>	Hours	29	3	12
<b>Main Street Banners</b>	Hours	85	225	225
<b>Tree Trimming</b>	Hours	412	325	276
<b>Tree Removal (in house)</b>	Hours	375	289	289
<b>(in house)</b>	Number of	92	82	72
<b>(contractual)</b>	Number of	91	54	48
<b>Stump Removal</b>	Hours	826	563	302
	Number of	551	115	71
<b>Tree Installations (in house)</b>	Number of	26	24	65
	<b>(contractual)</b>	0	38	0

<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>	<b>Unit of Measurement</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>
<b>Special Events</b>	Hours	320	565	0
<b>Building Maintenance &amp; Cleanup</b>	Hours	395	578	636
<b>Truck Maintenance</b>	Hours	78	360	281
<b>Material Hauling</b>	Hours	599	85	246
<b>Mailbox Repair</b>	Hours	12	32	40
<b>Training (In House)</b>	Hours	87	107	205
<b>Roadside Cleanup</b>	Hours	128	120	120
<b>Miscellaneous Duties of 100 hours or less</b>	Hours	838	400	400
<b>Administrative</b>	Hours	1,460	1,044	1,044

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>001370 - STREET DEPARTMENT</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	971,718	936,821	891,068	891,068	896,639
50020	OVERTIME SALARIES	65,017	79,035	75,000	75,000	75,000
50040	LONGEVITY	6,751	5,221	5,483	5,483	4,736
50050	ATTENDANCE INCENTIVE	4,000	3,308	10,423	10,423	9,128
50075	PART TIME/SEASONAL	25,229	18,326	150,284	25,000	133,485
	<b>TOTAL</b>	<b>1,072,714</b>	<b>1,042,710</b>	<b>1,132,258</b>	<b>1,006,974</b>	<b>1,118,988</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	294,818	278,944	221,402	221,402	180,132
51140	IMRF	114,885	106,655	120,952	120,952	119,403
51160	FICA	63,543	61,322	71,285	71,285	69,377
51165	MEDICARE	14,922	14,341	16,708	16,708	16,225
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	20,000	-	-
	<b>TOTAL</b>	<b>488,168</b>	<b>461,262</b>	<b>450,347</b>	<b>430,347</b>	<b>385,137</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	4,817	4,988	5,500	5,000	5,500
52150	PHYSICAL EXAMS	881	1,410	2,000	1,500	2,000
52154	NOTICES/PUBLICATIONS	169	325	500	650	500
52156	REFUSE DISPOSAL	84,829	82,285	90,000	65,000	85,000
52163	TRAINING/MEETINGS	1,523	3,272	10,000	3,000	10,000
52190	PROFESSIONAL SERVICE	194,235	255,604	225,000	215,000	225,000
52310	MAINT BUILDING & GROUNDS	44,211	63,416	53,500	52,400	82,000
52323	MAINTENANCE EQUIPMENT	5,202	7,955	5,000	500	5,000
52328	MAINTENANCE-STREET LIGHTS	50,456	54,473	50,000	45,000	50,000
52330	MAINTENANCE-TRAFFIC SIGNAL	26,030	24,614	27,000	25,000	27,000
52333	MAINTENANCE - VEHICLES	11,128	23,538	37,000	12,000	17,000
52409	HEATING	-	-	-	-	-
52410	COMMUNICATIONS	2,208	2,788	2,500	2,500	2,500
52740	TREE/LAWN CARE	85,913	83,775	85,000	85,000	85,000
52744	TREE REPLACEMENT PROGRAM	41,788	73,288	75,000	75,000	75,000
52762	STREET MAINTENANCE	13,889	87,600	90,000	-	100,000
52901	RENTALS	1,200	120	2,000	300	2,000
	<b>TOTAL</b>	<b>568,478</b>	<b>769,452</b>	<b>760,000</b>	<b>587,850</b>	<b>773,500</b>
<u>COMMODITIES/SUPPLIES</u>						
53100	MATERIALS - BUILDING	6,993	13,063	12,000	7,825	12,000
53102	STREET MATERIALS	40,589	112,758	125,000	100,000	130,000
53600	SUPPLIES - AUTOMOTIVE	3,294	143	4,000	1,000	2,000
53606	MINOR TOOLS - EQUIPMENT	15,242	13,606	15,000	11,000	15,000
53620	SUPPLIES-OFFICE	1,050	2,097	4,000	2,000	3,500
53630	OPERATING SUPPLIES	67,588	59,342	75,000	50,000	65,000
	<b>TOTAL</b>	<b>134,756</b>	<b>201,009</b>	<b>235,000</b>	<b>171,825</b>	<b>227,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,264,116</b>	<b>2,474,432</b>	<b>2,577,605</b>	<b>2,196,996</b>	<b>2,505,125</b>

**MISSION STATEMENT:** To ensure the highest level of service quality, efficiency, and reliability associated with parts procurement, maintenance/repair of vehicles and equipment owned and operated by the Village.

The responsibilities of the Vehicle Maintenance Division are as follows:

- 1. Maintenance, service, and repair approximately 112 vehicles and pieces of equipment.
- 2. Maintenance, service, and repair approximately 43 small engines on tools and equipment.
- 3. Maintenance, service, and repair approximately 37 pieces of non-engine functioning equipment.
- 4. Coordinate outsourced repairs.
- 5. Maintains records of maintenance and repairs performed.
- 6. Disposes of surplus or end of useful life vehicles and/or equipment.
- 7. Work with other Village Departments to draft bid specifications for replacement vehicles and equipment.
- 8. Secures titles and licensing of vehicles.
- 9. Monitors and maintains an inventory of fuel, lubricants, and commonly used repair parts.

**2020 ACCOMPLISHMENTS**

- 1. Utilized the State of Illinois Sourcewell Purchasing Alliance to secure the lowest pricing for parts and equipment.
- 2. Provided training for staff too further advance their knowledge, skills and abilities by attending workshops related to the maintenance and repair of Village vehicles and equipment. Limited training due to Covid-19.
- 3. Successfully assisted in the purchasing and disposing vehicles and equipment on a village wide basis.
- 4. Conducted the following repairs to the entire municipal fleet; These repair orders may have multiple repairs per order.

L.O.F. = Lube, Oil, & Filter

Preventive Maintenance (L.O.F.) – 339  
Unscheduled Repairs – 149  
Scheduled Repairs – 828

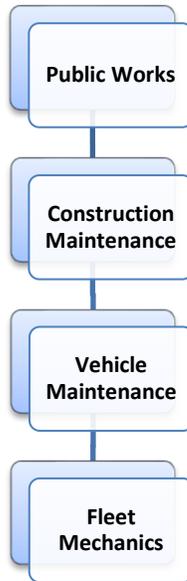
**2021 OBJECTIVES**

- 1. Continue to provide timely preventative maintenance to the entire municipal fleet.
- 2. Continue to provide accurate diagnostics and timely repairs to the entire municipal fleet.
- 3. Continue too proactively reduce costs by participating in State and National procurement programs such as Illinois Sourcewell Corporative Purchasing Alliance and the Suburban Purchasing Cooperative.

- 4. Continue to train and develop mechanics in all areas of vehicle, truck and emergency vehicle repair.

**ORGANIZATIONAL CHART**

*See page 83 for entire Public Works – General Fund Organizational Chart*



**GENERAL FUND**

**CONSTRUCTION MAINTENANCE -  
VEHICLE MAINTENANCE DIVISION**

<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>	<b>Actual Jobs / Labor 2018</b>	<b>Actual Jobs / Labor 2019</b>	<b>Actual Jobs / Labor 2020</b>
<b>LOF</b>	429/1149.5	366/940	339/946
<b>Inspection</b>	34/65.5	36/83.5	22/62.5
<b>Trans Service</b>	16/23	20/22.5	13/14.5
<b>Tires, Tubes, etc.</b>	71/128	51/80.5	60/92
<b>A/C, Heat, Vent</b>	24/59.5	18/41	19/41.5
<b>Cab &amp; Sheet Metal</b>	21/43.5	23/43.5	24/65
<b>Instruments</b>	10/23.5	5/13	8/12
<b>Axles, Front –Non Drive</b>	1/2	1/2	1/1
<b>Axles, Rear –Non Drive</b>	2/12	1/20	0/0
<b>Brakes</b>	56/188.5	63/203	46/146.5
<b>Frame</b>	3/8	4/13.5	1/2
<b>Steering</b>	13/37.5	23/54	7/17.50
<b>Suspension</b>	19/49.5	19/44.5	20/59
<b>Wheels, Rims, Hubs</b>	6/16	2/9.5	1/1
<b>Auto Chassis Lube</b>	7/21.5	5/8	5/8
<b>Axels, Rear -Drive</b>	6/12	2/9	2/3
<b>Drive Line</b>	1/5	1/1	2/6.5
<b>Transmission Auto</b>	6/18.5	4/7	4/6
<b>Charging System</b>	18/33.5	5/10.5	4/13
<b>Cranking System</b>	40/60	39/62.5	33/58.5
<b>Ignition System</b>	12/34	6/9	12/39.5
<b>Lighting System</b>	61/98.5	54/84	49/106
<b>Air Intake System</b>	10/19	5/3	6/18.5
<b>Cooling System</b>	26/63	14/27.5	16/34
<b>Exhaust System</b>	21/49.5	23/57.5	18/48
<b>Fuel System</b>	33/72	12/21.5	8/27.5
<b>Power Plant</b>	10/30	11/21.5	24/44.5
<b>General Accessories</b>	10/25	17/35	14/79.5
<b>Electrical Accessories</b>	4/11	26/64	17/54
<b>Expendables</b>	5/11	0/0	1/2
<b>Horn System</b>	2/3	1/2	3/6
<b>Cargo Handling</b>	2/7.5	2/7	3/6.5

## GENERAL FUND

CONSTRUCTION MAINTENANCE -  
VEHICLE MAINTENANCE DIVISION

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Actual Jobs / Labor 2018	Actual Jobs / Labor 2019	Actual Jobs / Labor 2020
Coupling System	2/5	0	2/3.5
Hydraulic System	36/107	31/85	22/59.5
Body	38/110.5	31/57.5	33/76
Trim & Miscellaneous	2/2	5/9	1/1
Safety Devices	32/44.5	28/44.5	42/65.25
Heating Unit	0/0	0/0	0/0
Blower	0/0	0/0	0/0
Engine - Auxiliary	5/35.5	2/5.5	2/11.5
Pump	4/6	18/20.5	4/4.5
Valves - Regular	2/5	1/3	3/8.5
Miscellaneous Repairs	31/87.5	33/73.5	45/99
Supervision	12/252	12/253	12/484
Fueling - All	1 hour	1 hour	1 hour
Inspection - All	189 hours	189 hours	398 hours
Tires & Tubes - All	1/1	1/1	1/2
Parts Pickup	258 hours	171 hours	194.5 hours
Parts Handling	146 hours	127.5 hours	235 hours
Shop Equipment	20 hours	6 hours	4 hours
Yardwork - Maintenance	3 hours	3 hours	8 hours
Building & Grounds	20 hours	2 hours	2 hours
Cleaning	139 hours	74 hours	30 hours
Snow Removal	6 hours	2 hours	2 hours
Training	50 hours	16.5 hours	24 hours
Miscellaneous	4 hours	3 hours	3 hours
Operations	985 hours	664 hours	481 hours
Move Vehicles	22.5 hours	11.5 hours	12 hours
Unassigned	7 hours	2 hours	16.5
Administration	208 hours	208 hours	208 hours

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001372 - VEHICLE MAINTENANCE</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	211,726	214,537	189,173	189,173	201,384
50020	OVERTIME SALARIES	3,222	2,875	3,800	3,000	3,800
50040	LONGEVITY	1,224	1,332	1,246	1,246	1,307
50050	ATTENDANCE INCENTIVE	720	332	1,824	1,824	1,824
	<b>TOTAL</b>	<b>216,891</b>	<b>219,076</b>	<b>196,043</b>	<b>195,243</b>	<b>208,315</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	56,728	55,078	29,300	29,300	30,329
51140	IMRF	23,663	19,190	21,310	21,310	22,623
51160	FICA	12,384	12,001	12,155	12,155	12,916
51165	MEDICARE	2,896	2,807	2,843	2,843	3,021
	<b>TOTAL</b>	<b>95,671</b>	<b>89,075</b>	<b>65,608</b>	<b>65,608</b>	<b>68,889</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	4,224	3,504	4,000	4,800	5,000
52150	PHYSICAL EXAMS	60	65	300	150	300
52163	TRAINING/MEETINGS	540	1,151	2,000	350	2,000
52190	PROFESSIONAL SERVICE	1,005	6,000	2,500	3,100	3,000
52333	MAINTENANCE - VEHICLES	76,224	65,753	70,000	80,000	70,000
52410	COMMUNICATIONS	-	177	200	500	600
	<b>TOTAL</b>	<b>82,053</b>	<b>76,650</b>	<b>79,000</b>	<b>88,900</b>	<b>80,900</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53600	PARTS - AUTOMOTIVE	177,180	137,927	190,000	140,000	150,000
53602	FLUIDS & LUBRICATION	7,734	15,106	22,000	18,000	20,000
53606	MINOR TOOLS - EQUIPMENT	7,415	8,925	10,000	8,000	9,000
53607	FUEL	222,506	189,512	220,000	110,000	200,000
53620	SUPPLIES - OFFICE	1,098	39	750	200	500
53630	OPERATING SUPPLIES	15,607	9,932	12,000	8,000	10,000
	<b>TOTAL</b>	<b>431,539</b>	<b>361,441</b>	<b>454,750</b>	<b>284,200</b>	<b>389,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>826,154</b>	<b>746,242</b>	<b>795,401</b>	<b>633,951</b>	<b>747,604</b>

**MISSION STATEMENT:** Provide high-quality Planning, Building, Zoning, Code Assistance and Economic Development services with responsive customer service at the highest levels of integrity, consistency and professionalism while remaining committed to promoting and protecting the health, safety, well-being, and welfare of all Village residents and businesses.

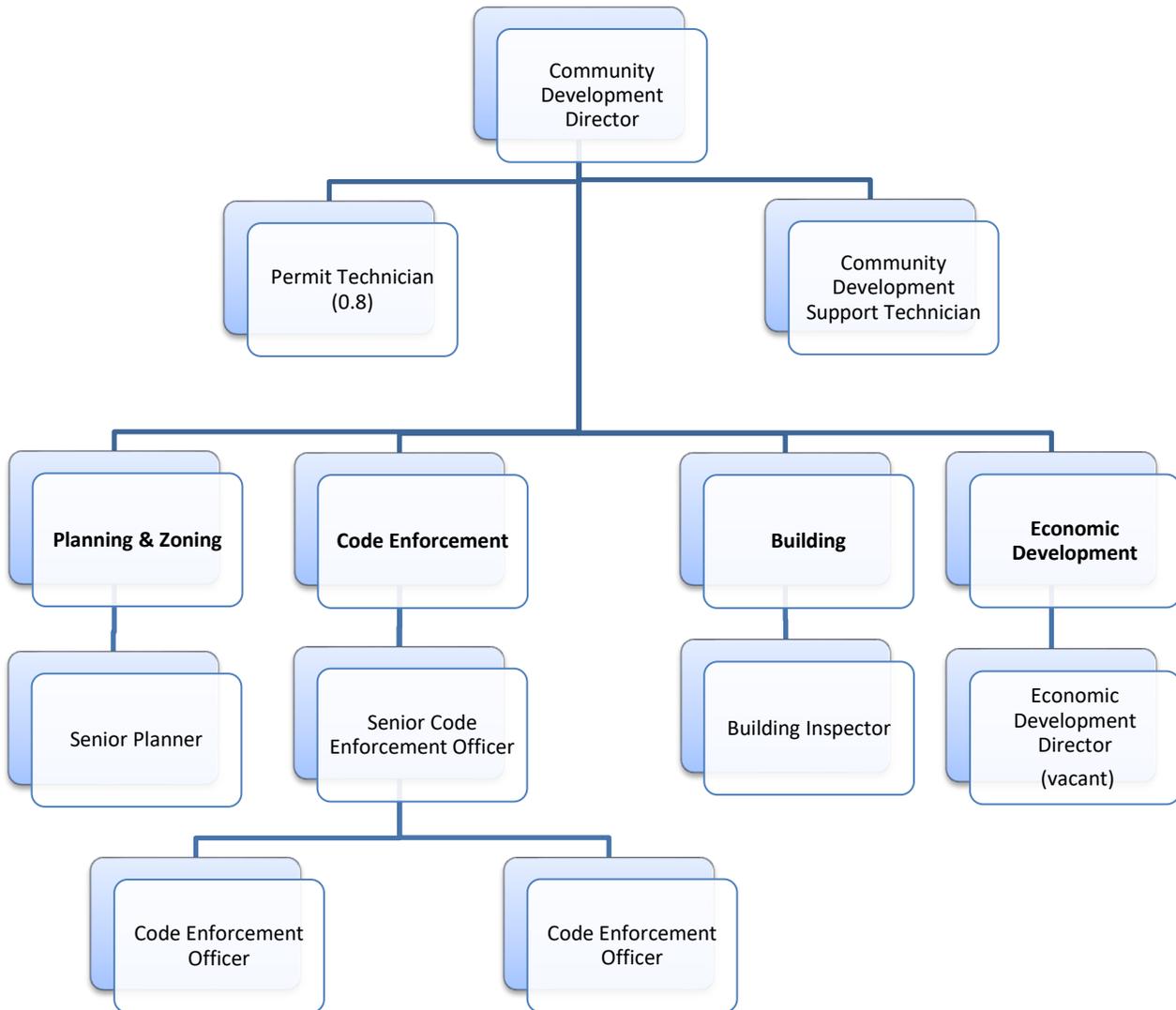
## 2020 ACCOMPLISHMENTS

1. Reviewed the current comprehensive plan for possible revisions.
2. Hired a new Community Development Director.
3. Continued to maintain the process for automatic notification to Community Department and other management employees – even with transition away from outside consultant-generated to staff-developed reports – when established timeliness goals are not being achieved for permits and inspections.
4. Completed building inspections for several interior buildout projects, including the remodeling and expansion of the lumberyard entrance at Menards, the expansion of the deLacey Family Education Center on Cleveland Avenue, the remodel of the Taco Bell restaurant on Route 31, the remodel of Park District offices at the Rakow Center, expansion and remodel of a laboratory at Revcor, expansion of the Boys and Girls Club facility inside Perry Elementary School, La Michoacana Ilusion ice cream shop at 98 N. Kennedy Drive, and interior buildout permits for three new gaming areas inside existing convenience stores.
5. Continued to utilize one joint employee with the Finance Department, which reports to both the Community Development Department and the Finance Department for permit and accounting duties.
6. Code Assistance Officers provided assistance to Police Department CSOs as needed.
7. Reviewed and approved site plans for commercial/industrial/institutional projects. Performed plan reviews and separate inspections related to construction on these sites and other projects.
8. Established capability and guidelines for conducting remote / virtual building inspections.
9. Developed digital application process for residents and contractors to submit building permits electronically.
10. Continued to conduct ordinance violation hearings using the Village of Carpentersville adjudication process in lieu of the Kane County Circuit Court where possible.
11. Obtained various new studies and reports on existing condition of Huntley Square building and redevelopment opportunities for the site located in the Old Town TIF District.
12. Adopted an ordinance terminating TIF #1 district on Commerce Parkway.
13. Carpentersville Today website was enhanced during State of Illinois' phased re-opening of businesses during spring / summer 2020, to list and promote businesses as they re-opened as well as advertise Shop Cville campaign.

**2021 OBJECTIVES**

1. Begin process of adopting major amendment to current comprehensive plan.
2. Adopt an update to the Building Code and review potential for additional amendments that would benefit the community.
3. Implement a contractor licensing program, to improve oversight of contractors doing work in the village and provide additional protection to homeowners and businesses.
4. Continue to identify opportunities to streamline and improve the permit review process and customer service provided to residents, businesses, and rental property owners.
5. Continue to review the Zoning Code for additional amendments to be more business and homeowner friendly.
6. Update all permit handouts and applications to a consistent format with the new Village logo, and as needed regarding code updates.
7. Continue to assist other Village Departments by:
  - a. Conducting business site-visits as needed to assist Village Staff and business owners.
  - b. Posting residences as uninhabitable for the Finance Department if water service has been terminated for non-payment.
  - c. Informing the Police Department of inoperable and junk vehicles.
  - d. Issuing citations to residents who tamper with water meters.
  - e. Assist the Fire Department with code issues, when a structure has been compromised as the result of a fire.
  - f. Providing timely information on Occupancy Applications/New Businesses.
8. Continuously implement, review and update department SOPs.
9. Incorporate new online version of MUNIS to enhance tracking of all developments, permits, rental licenses, inspections and code enforcement activities.
10. Continue to issue phased permits, especially for new commercial construction, for a developer friendly approach to expediting project completion and the development review and permitting process.
11. Continue to develop relationships with property owners and developers within the TIF districts and commercial areas through retention visits and Shop C'Ville.
12. Work with developers and property owners to attract additional commercial users to the one remaining outlot in front of the Walmart Supercenter, the Meadowdale Shopping Center, and other available sites and buildings along the Route 25 commercial corridor.
13. Continue to concentrate on retail recruitment with the primary focus on the former Dominick's building, Huntley Square, and the former Carson's location.
14. Continue working with property owners and developers to redevelop the Route 31 corridor and Old Town area.

ORGANIZATIONAL CHART

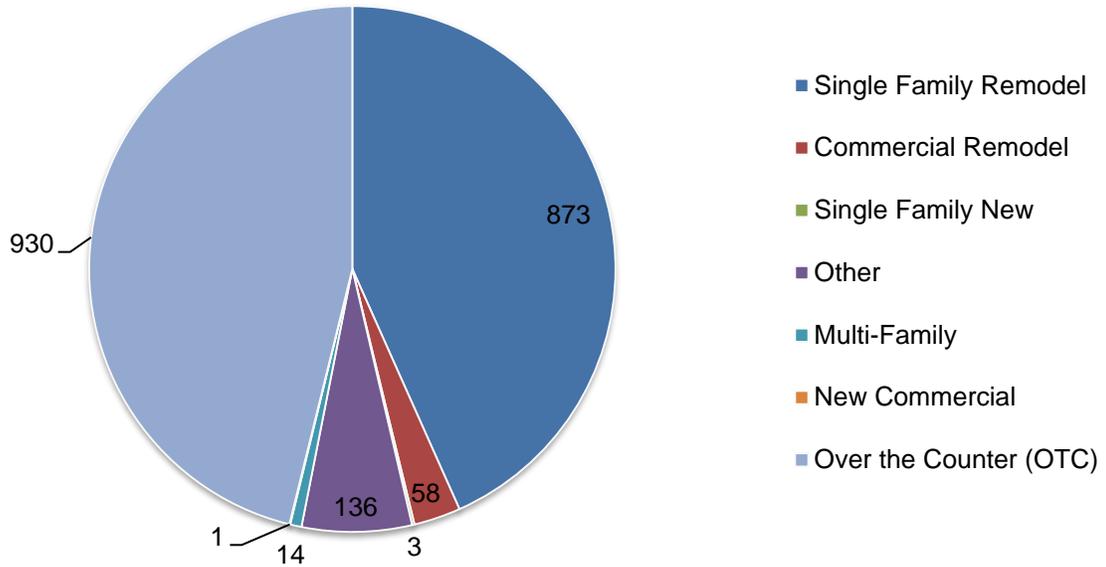


**GENERAL FUND** COMMUNITY DEVELOPMENT

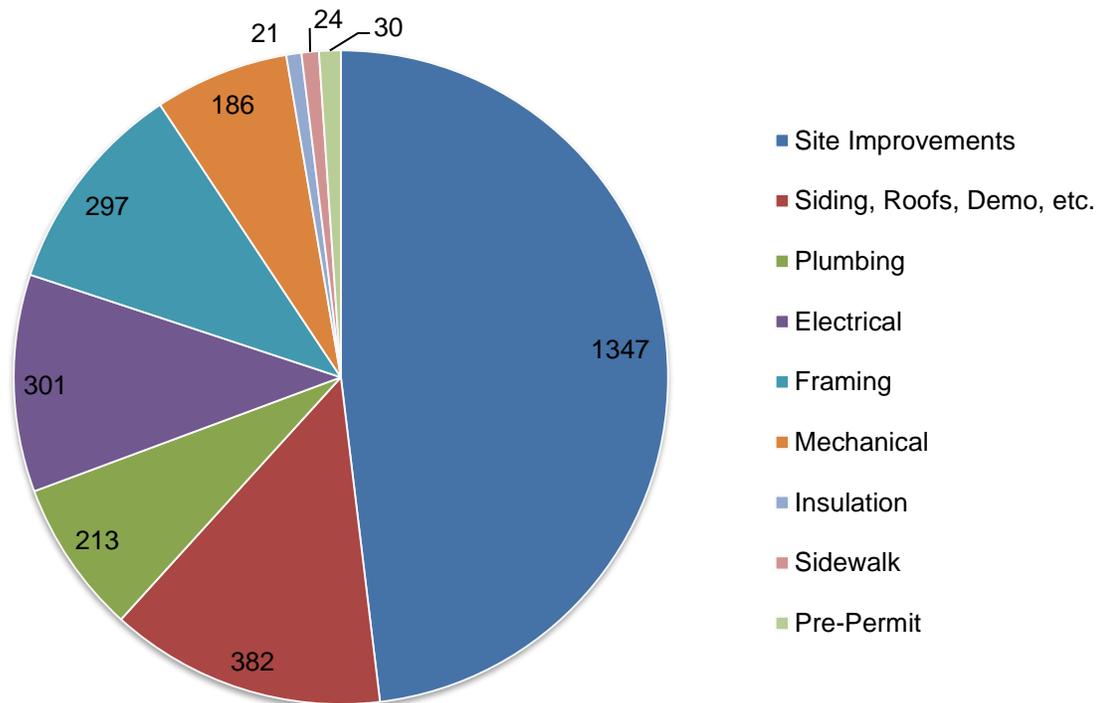
KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Actual 2018	Actual 2019	Actual 2020
<b>Zoning Variances/Appeals</b>	9/0	2/0	6/0
<b>Special Use Permits</b>	5	5	1
<b>Map Amendments (Rezoning)</b>	2	0	0
<b>Subdivisions</b>	2	2	1
<b>Planned Unit Developments</b>	3	2	0
<b>Contractor – Number of Plan Reviews/Number of Locations</b>	351/126	240/130	161/83
<b>Contractor – Number of Inspections/Number of Locations</b>	840/387	788/259	447/196
<b>Pre-Permit Inspections</b>	51	33	30
<b>Issued Permits</b>	4,182	4,175	3,905
<b>Inspections (Building and Engineering)</b>	3,284	2,824	2,771
<b>Code Assistance Inspections</b>	5,684	4,770	6,480
<b>Rental Licenses</b>	2,140	1,627	1,263
<b>Rental Inspections</b>	829	976	578
<b>Site Development (single lot commercial / single family) permits approved</b>	2/0	2/0	1/2

CALENDAR YEAR 2020

### Permit Activity

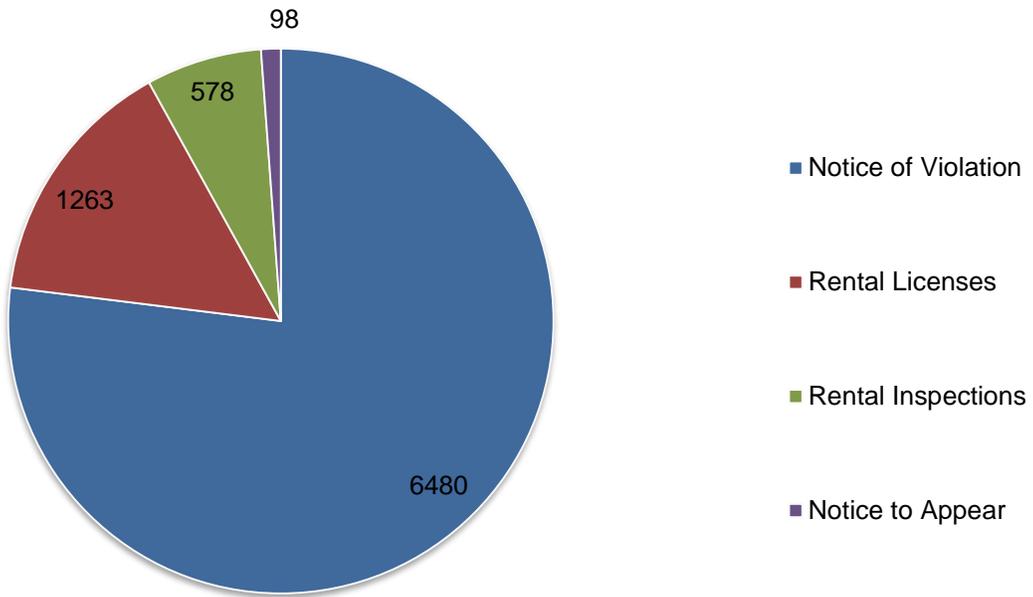


### Inspections



CALENDAR YEAR 2020

### Code Assistance



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>001445 - COMMUNITY DEVELOPMENT</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	836,009	759,387	720,661	720,661	721,378
50020	OVERTIME SALARIES	10	738	10,000	2,000	5,000
50040	LONGEVITY	3,228	2,594	3,572	3,572	3,628
50050	ATTENDANCE INCENTIVE	2,875	3,243	4,350	4,350	5,250
50075	PART TIME/SEASONAL	-	-	-	-	-
	<b>TOTAL</b>	<b>842,122</b>	<b>765,962</b>	<b>738,583</b>	<b>730,583</b>	<b>735,256</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	130,733	156,498	154,221	154,221	144,150
51140	IMRF	91,317	68,933	80,284	80,284	85,695
51160	FICA	49,588	44,674	45,406	45,406	45,488
51165	MEDICARE	11,638	10,448	10,709	10,709	10,720
	<b>TOTAL</b>	<b>283,277</b>	<b>280,553</b>	<b>290,620</b>	<b>290,620</b>	<b>286,053</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	3,243	5,616	4,670	4,000	5,605
52153	PRINTING	734	597	650	500	650
52154	NOTICES/PUBLICATIONS	1,209	1,145	2,500	3,000	3,000
52163	TRAINING/MEETINGS	2,366	1,299	3,900	2,500	4,000
52190	PROFESSIONAL SERVICE	108,972	106,977	80,500	35,000	75,000
52325	MAINTENANCE-OFFICE EQUIPMENT	1,230	1,537	-	-	500
52410	COMMUNICATIONS	5,575	5,241	5,690	3,780	3,780
	<b>TOTAL</b>	<b>123,329</b>	<b>122,412</b>	<b>97,910</b>	<b>48,780</b>	<b>92,535</b>
<u>COMMODITIES/SUPPLIES</u>						
53600	SUPPLIES - AUTOMOTIVE	43	18	100	100	100
53606	MINOR TOOLS - EQUIPMENT	9	54	100	100	100
53607	SUPPLIES - GAS & OIL	-	-	-	-	-
53609	ECONOMIC DEVELOPMENT	232,590	102,896	90,000	30,000	95,000
53620	SUPPLIES - OFFICE	1,503	906	1,500	2,000	2,500
53630	OPERATING SUPPLIES	149	-	300	300	200
53651	CLOTHING	164	409	500	400	400
53901	AWARDS & RECOGNITION	150	-	50	50	50
	<b>TOTAL</b>	<b>234,608</b>	<b>104,283</b>	<b>92,550</b>	<b>32,950</b>	<b>98,350</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,483,336</b>	<b>1,273,210</b>	<b>1,219,663</b>	<b>1,102,933</b>	<b>1,212,194</b>

**MISSION STATEMENT:** The Fire and Police Commission is comprised of three commissioners appointed by the Village President with consent of the Board of Trustees. The Commission's responsibility is to recruit and promote the best available persons possible for sworn positions within the Village of Carpentersville Fire and Police Departments. The Board of Fire and Police Commissioners conduct hearings on some disciplinary matters.

**2020 ACCOMPLISHMENTS**

1. Completed Entry Level Firefighter Testing Process.
2. Hired two new Firefighter/Paramedics.
3. Promoted two Firefighters to the rank of Fire Lieutenant.
4. Promoted two Sargent's.
5. Hired one new Police Officer.

**2021 OBJECTIVES**

1. Shall conduct a Fire Department Lieutenant Promotional test (Current list expired March 2021)
2. Shall Conduct a Fire Department, firefighter entry level testing process to establish a new list (Current list expires in June 2021)
3. Shall Conduct a Fire Department Battalion Chief promotional assessment process (Current list has been extinguished as of October 2020)
4. Shall Conduct a Police Department Entry Level Officer testing process

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001509 - FIRE AND POLICE COMMISSION</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50110	SALARIES FIRE/POL COMMISSION	5,464	5,336	5,750	5,750	5,750
	<b>TOTAL</b>	<b>5,464</b>	<b>5,336</b>	<b>5,750</b>	<b>5,750</b>	<b>5,750</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51160	FICA	339	331	357	357	357
51165	MEDICARE	79	78	83	83	83
	<b>TOTAL</b>	<b>418</b>	<b>408</b>	<b>440</b>	<b>440</b>	<b>440</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52153	PRINTING	-	-	150	100	150
52154	NOTICES/PUBLICATIONS	1,016	-	750	100	750
52157	POSTAGE/MAILING	-	-	50	50	50
52190	PROFESSIONAL SERVICE	3,480	30,565	11,500	11,500	34,350
	<b>TOTAL</b>	<b>4,496</b>	<b>30,565</b>	<b>12,450</b>	<b>11,750</b>	<b>35,300</b>
	<b>DEPARTMENT TOTAL</b>	<b>10,378</b>	<b>36,309</b>	<b>18,640</b>	<b>17,940</b>	<b>41,490</b>

**MISSION STATEMENT:** The mission of the Carpentersville Police Department is to provide the highest quality police services by working with our community, and sharing our mutual responsibilities for safety, service, and problem resolution. "Community Oriented Public Service".

## 2020 ACCOMPLISHMENTS

1. The Carpentersville Police Department provided professional law enforcement services and community care taking support to the Carpentersville Community throughout the COVID-19 Pandemic. In the dawn of the COVID pandemic, the Carpentersville Police and Fire Departments identified and enacted safety measures (PPE, social distancing and hygiene practices) to continue to serve our community. The safety measures utilized by the Police and Fire Departments helped keep both our officers and community members safe in the COVID environment. To date, there has be no known work related COVID-19 transmission involving a sworn police officer.
2. The Police Department provided support, assistance and direction to local businesses and organizations that allowed them to confidently and safely operate and maneuver through the "once in a lifetime" obstacles and/or national events we faced in 2020: COVID-19 Pandemic and George Floyd/Black Lives Matter protests. During the early stages of the COVID-19 Pandemic, the Police Department operated an open line of communication, with almost daily interaction, with the grocery stores in our community. This communication and direction allowed our grocery stores to stay open and serve the community when they were most needed. Once again, during George Floyd/Black Lives Matter protests, the Police Department's quick response to threats and open communication with businesses allowed them to stay open to serve our community with no or minimal interruption.
3. The Police Department worked with and assisted groups who held peaceful protest events and/or marches, in support of George Floyd/Black Lives Matter, in Carpentersville. Although public events were generally prohibited as a result of state COVID-19 restrictions, the Police Department understood the need to support the peaceful expression of community members' Free Speech on these issues. Working with the group leaders and other law enforcement agencies, the Police Department coordinated services to allow for four separate peaceful protests or marches in Carpentersville. The protests and marches in Carpentersville were largely peaceful, with only one arrest being made at one of the events.
4. The Police Department continued to work with both Fox View residents and Capital Reality to improve the community environment within the apartment complex. The Police Department worked directly with Capital Reality, the owners of Fox View to develop a coordinated effort to address and reduce criminal activity in the apartment complex. The Police Department responded to Fox View resident complaints concerning the lawful and unlawful activities of the security company employed by Capital Reality. In the second half of the year, the Police Department and Village worked with Capital Realty to upgrade the security footprint in the apartment complex with the intent to lessen the negative interaction between residents and security officers.
5. For the third year in a row, Police Officers were actively involved in the eight Boys and Girls Club locations in Carpentersville. Officers were assigned to each Club to visit and interact with the Club members on a weekly basis. Carpentersville Police Command Staff was active with Boys and Girls Club administration as a member of the Safety & Security Committee. *This interaction was greatly impacted by COVID-19 restrictions.*

6. The Police Department collaborated with School District 300 and District 220 to have a positive police presence in the elementary schools within the Village. A Police Officer was assigned to each elementary school in the Village. The Police Officer interacted with the students and administrators at their assigned schools on a weekly basis. *This interaction was greatly impacted by COVID-19 restrictions.*
7. The Police Department responded to more than 400 Freedom of Information Requests in the first 10 plus months of the year. While a majority of these requests take no more than 15 -20 minutes to respond to, we have had requests that have taken more than 40 work hours to successful answer.
8. The Police Department joined the peer support program 'We Never Walk Alone' that is available 24 hours a day x 7 days a week for all sworn members of the department. The department also organized and coordinated a training class and sent five (5) department members to the 40-hour training program to be external peer support members for the program. The use of a police peer support program has offered our officers support, when and were needed, to address job related stress, post-traumatic stress and suicide.
9. The Police Department's Social Services Coordinator provided the following services to the Carpentersville Community in 2020:
  - Implemented a new monthly on-line social program Family Matters in English and Spanish. This program replaced the Strengthening Families program and will be held in person when the COVID environment changes. A Social Services channel was also created on YouTube to house all the new and old Family Matters programs.
  - Organized and ran an on-line Virtual Resource Fair that included videos and information from over 19 agencies that appeared on the Social Services
  - A Community Resource table in English and Spanish where community members can come to get information on different community resources was added to the front lobby of the police department.
  - Suicide awareness, domestic violence prevention, and drug prevention programs were produced and presented on the social media sites for the department.

## 2021 OBJECTIVES

1. Utilize the training curriculum for the ASHER (Active Shooter/ Hostile Event Response) Rapid Response training developed in 2019 by holding live ASHER Rapid Response training involving the Carpentersville Police and Fire Departments, along with other local law enforcement and fire departments.
2. Maintain and build upon an internal and external peer support program for sworn members of the Police Department.
3. Develop and deploy a customer survey on the law enforcement and community service provided by the Police Department. This objective may be developed and deployed in conjunction with the Village or independent of the Village's efforts.
4. Address the known quality of life issues identified by residents (noise and traffic), while being responsive and open to identify other quality of life issues that are identified or develop over the year.

5. Continue to expand and support the social services provided by the Police Department. This includes the following: Dundee Township Shop with a Cop, Illinois Special Olympics, National Night Out, Citizen Police Academy, Spanish Police Academy, Family Matters, Neighborhood Watch, and Crime Free Housing.
6. Work cooperatively with the Code Enforcement Department to address Village code violations – between code officers and police patrol officers on a regular basis
7. Work with the Village's IT Department to implement a new, more cost efficient method to provide reports and documents to the Kane County States Attorney's Office and Court system.
8. Actively develop, coordinate and reinforce working relationships with other area law enforcement agencies to better serve both the Carpentersville community and Kane County.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>001550 - POLICE</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	5,975,123	5,827,608	6,011,381	6,011,381	6,156,873
50020	OVERTIME SALARIES	322,305	394,496	350,000	300,000	325,000
50028	RHS CONTRIBUTION	25,773	34,890	29,500	29,500	29,500
50040	LONGEVITY	41,126	37,352	40,250	40,250	39,710
50045	HOLIDAY PAY	170,373	167,962	192,000	198,000	192,000
50050	ATTENDANCE INCENTIVE	15,550	15,238	19,185	19,185	19,185
50075	PART TIME/SEASONAL	136,260	134,080	214,520	214,520	239,993
	<b>TOTAL</b>	<b>6,686,509</b>	<b>6,611,626</b>	<b>6,856,836</b>	<b>6,812,836</b>	<b>7,002,261</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	1,154,559	1,114,194	1,074,556	1,074,556	1,017,292
51140	IMRF	58,151	52,574	67,678	67,678	72,648
51141	CONTRIBUTIONS - POLICE PEN	2,592,632	2,598,600	2,672,008	2,592,631	2,672,008
51160	FICA	31,941	31,367	38,602	38,602	38,863
51165	MEDICARE	90,012	91,068	96,395	96,395	97,562
	<b>TOTAL</b>	<b>3,927,295</b>	<b>3,887,803</b>	<b>3,949,239</b>	<b>3,869,862</b>	<b>3,898,373</b>
<u>CONTRACTUAL SERVICES</u>						
<b>DUES &amp; SUBSCRIPTIONS</b>						
52013	DUES & SUBSCRIPTIONS	1,744	940	2,000	2,207	2,550
52013	20500 ASSET FORFEITURE-STATE	-	3,400	-	3,100	-
52150	PHYSICAL EXAMS	-	95	-	-	-
52153	PRINTING	2,171	3,273	4,000	4,250	3,600
52154	NOTICES/PUBLICATIONS	-	-	500	750	500
<b>TRAINING/MEETINGS</b>						
52163	TRAINING/MEETINGS	31,466	18,129	25,555	20,395	43,750
52163	20500 ASSET FORFEITURE-STATE	3,850	3,850	-	3,850	-
52190	PROFESSIONAL SERVICE	21,286	24,356	27,759	24,650	51,100
52190	20501 PROFESSIONAL SERVICE	2,100	-	-	-	-
52196	SERVICES - INVESTIGATIONS	13,499	9,719	10,235	9,885	10,578
52200	QUADCOM	589,951	600,013	618,672	613,620	628,284
52303	ADMIN ADJUDICATION EXPENSES	52,880	37,455	41,200	22,100	34,200
52316	OFFICE EQUIPMENT	-	-	-	-	15,705
52323	MAINTENANCE EQUIPMENT	8,394	5,449	9,850	5,000	7,750
52327	MAINTENANCE - RADIO	2,940	2,641	4,000	4,000	3,000
52333	MAINTENANCE - VEHICLES	9,184	21,500	12,500	10,000	11,000
52410	COMMUNICATIONS	11,834	12,249	15,060	10,000	15,140
	<b>TOTAL</b>	<b>751,299</b>	<b>743,069</b>	<b>771,331</b>	<b>733,807</b>	<b>827,157</b>
<u>COMMODITIES/SUPPLIES</u>						
53600	SUPPLIES - AUTOMOTIVE	213	667	850	1,500	1,500
53606	MINOR TOOLS - EQUIPMENT	510	8,597	7,700	7,000	12,400
53607	SUPPLIES - GAS & OIL	-	-	-	-	-
53620	SUPPLIES - OFFICE	3,588	3,568	3,500	3,500	3,700
<b>OPERATING SUPPLIES</b>						
53630	OPERATING SUPPLIES	34,128	23,906	39,700	35,600	42,040
53630	20500 ASSET FORFEITURE-STATE	39,823	68,176	32,350	62,852	28,140
53630	20505 DUI ENFORCEMENT	-	-	750	750	-
53651	CLOTHING	40,507	37,244	40,975	37,815	53,750
53753	ANIMAL CONTROL	12,620	10,032	13,000	7,000	13,000
53756	SUPPLIES - CRIME PREVENTION	6,447	4,913	5,850	5,850	5,300
53760	SUPPLIES - EMERGENCY RESPONSE	16,583	7,090	11,390	10,355	11,390
53761	SUPPLIES - K-9 PROGRAM	4,904	4,777	6,075	6,075	6,890
	<b>TOTAL</b>	<b>159,323</b>	<b>168,971</b>	<b>162,140</b>	<b>178,297</b>	<b>178,110</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<u>EQUIPMENT</u>						
EQUIPMENT						
55750	20501 ASSET FORFEITURE-FEDERAL	-	-	-	-	-
55750	20505 DUI ENFORCEMENT	7,620	-	19,505	-	-
	<b>TOTAL</b>	<b>7,620</b>	<b>-</b>	<b>19,505</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>11,532,045</b>	<b>11,411,469</b>	<b>11,759,051</b>	<b>11,594,802</b>	<b>11,905,901</b>

**MISSION STATEMENT:** The Carpentersville Fire Department exists to protect the quality of life for present and future generations through interaction with our community, compassionate service and an atmosphere that encourages innovation, professionalism and diversity.

**VISION STATEMENT:** The members of the Carpentersville Fire Department strive to be role models in the community; will be accountable to those we serve, each other, and any organization with whom we interact; are committed to providing the best public service through quality training, education and equipment; and will take the fire department into the future through productive teamwork, open and honest communications, and collaborative decision-making throughout the organization.

The Fire Department provides fire and emergency medical services to the residents of the Village, as well as the surrounding Carpentersville and Countryside Fire Protection District with a total population of nearly 45,000 residents. The department provides several other services, which include but are not limited to fire prevention, fire investigation, public education, specialized rescue that includes: confined space, trench rescue, hazardous materials, water and ice rescue, and building collapse.

It is anticipated that the department will respond to 4,001 calls for service in 2020; of which 3053 will be for emergency medical incidents. It is estimated that in 2019 the east side station (St.92) will account for 52.11% of the calls, with the old town station (St.91) handling 27.01% and the west side station (St.93) handling 20.74%. It is also anticipated that calls providing mutual aid assistance to other communities will account for 10.99% of the incident volume. Response to structure fires within the community and fire mutual aid assistance will account for approximately 76 incidents. The east and west side stations each house a front line fast attack Advanced Life Support (ALS) fire engine and an ALS ambulance. The headquarters station, located in the old town section, houses an ALS ambulance, 107' Quint ladder truck, reserve engine two rescue boats and a regional water rescue/sonar team for specialized water rescues, the shift Battalion Chief and Fire Chief.

## 2020 ACCOMPLISHMENTS

1. 2020, the year of the COVID-19 National Health Care Pandemic. The Fire Department took the lead for the Village and spear headed many initiatives which supported a cohesive approach for all Village departments in response to this crisis. Below is a list collaborative efforts initiated for all Village departments to provide better outcomes for our employees, residents, business owners, and guests. Many of the initiatives implemented by the Fire Department revolved around three basic principals in response to this crisis:
  - **Prevention:** Promote prevention practices and administer countermeasures to reduce the risk of COVID-19 to all village staff, patients, residents, businesses and guests.
  - **Preparation:** Enhance readiness and services to respond to COVID-19 patients
  - **Response:** treatment and transport of COVID-19 patients which assisted in limiting the spread of the virus.

### COVID-19 Initiatives:

- Creation of 30+ Policies and Guidelines specifically towards COVID-19 response for Fire Department personnel.
- Creation of 10 policies for all Village Staff.

- Provided nearly four months of daily situational reports to Village management, Fire, Police and Public Works Departments.
  - Initiated the setup and operations of the Village Emergency Operations Center specific to this crisis.
  - Purchased and obtained nearly all personal protective equipment for all Village Staff.
  - Created a “Telemedic Program” specific to COVID-19 response. To our knowledge this is the only such program in the State.
  - Provided key input in the CARES Act funding application which resulted in \$2.2 million in Village reimbursements.
  - Developed a plan for the Village to be a point of distribution for the COVID-19 vaccination.
  - The Department Infectious Control Officer facilitated guidance to all Village employees who contracted the virus or had COVID like symptoms.
2. The Fire Department was successful in signing an intergovernmental agreement with the State of Illinois, Healthcare and Family Services Department which will increase the ambulance fee structure for Medicaid patients. It is estimated that these new rates will garner a nearly \$800,000 increase in ambulance revenue in FY 2021 under the Ground Emergency Medical Transport (GEMT) funding source.
3. Continued open dialogue, valued input and transparency.
- Members of the Department have embraced the concept of open discussions, valued input, committee based discussions, research and decision making and the transparency and clear communication of items and issues within the departments. All of this has resulted in a continued increase in morale, productive work and simply more smiles on a daily basis. This continued program has had a direct effect on the care, compassion and job performance when responding to our community’s needs.
4. Continued to and enhanced department public education programs, including Citizens Fire Academy.
- Due to the COVID-19 National Health Care Crisis, live, in-person public education programs ceased. The Fire Department public education personnel did provide some virtual Pub Ed programs through social media outlets.

#### Fire Department Training Division.

- Due to the COVID-19 pandemic much of the training at the beginning of the year was reduced to virtual training and small group exercises. Once the department developed best practices for training under COVID-19 conditions, multi company drills resumed.
- The Departments Training Division was successful in providing firefighters and fire officers the opportunity to pursue further education thru outside classes mainly online courses. This includes fire officer class completions, Leadership Development and Decision Making (LDDM) program attendance, and other unscheduled training workshops that occur throughout the year that provide a benefit for the fire department and community we serve. These class opportunities help us meet State standards and Insurance Service Organization (ISO) requirements to help improve insurance costs.
- 
- The Training Division was also successful in obtaining continued Emergency Medical Service Continuing Education funding support through Sherman Hospital.

- Target solutions training program renewal, this is the staple of our in-house training records system. Currently, we share this system with East Dundee, West Dundee, and Rutland Dundee fire department. This program has greatly lessened the burden on all shift-training officers by allocating resources together especially during the pandemic. As of today all department share the “enterprise” edition” of target solutions which allows us to cross platforms to make sharing resources easier.
  - QuadCom monthly drills- Each of the 4 QuadCom departments set monthly training did not occur during the first six months of the year due to the pandemic. During the last 6 months and on a monthly basis, we provide at least one combined training event completed at a specified location as a group. All departments provide instructors during the evolutions to provide the necessary instruction and feedback. From these sessions, we are able to adjust the policies and guidelines adopted by the operations committee within QuadCom. A combined training committee plays a large role in finding areas of weakness and proposing the necessary changes. With these evaluation sessions, we have made great strides streamlining our operations. Because of these sessions we now have made numerous SOG recommendations, with more to follow. The Carpentersville Fire Department has lead the charge with the vast amount of knowledge and hands on experience which our personnel bring to the group. This is a substantial increase from previous years but we believe it has paid off in dividends with all of the efficiency found during training and incident response.
  - Each month department holds a training committee meeting to discuss issues faced internally, make recommendations for improvements while setting standards in all areas of work. The committee currently has at least one member representative from each shift. This committee assists with all aspects of the training program as needed.
  - In 2020 the Training Division continued to designed and built a rescue props for elevated structures and are in the process of completing 2 new roof props. These props help further educate our firefighters during high stress scenarios
  - As of this report, the Training Division has provided 2097 hours of fire related training and 885 hours of Emergency Medical Services training. Training hours are down considerably in 2020. The decrease in training hours is primarily contributed to the National Healthcare Crisis. The limitation put on interactions in group settings had the biggest impact on hours of training.
5. Fire Prevention & Inspection Bureau
- Due to the pandemic, the first 7 months of 2020 the department did not conduct business fire inspections. Beginning in August, the department resumed annual business fire inspections with strict guidance on proper wearing of PPE and appropriate social distancing.
6. Med Help Program
- This program allows the Fire Department to install and maintain a life alert system. We have 19 clients as of now who never have to pay a monthly fee, or worry about any other charges. The Department has three technicians who are able to trouble shoot and repair devices.

#### 7. Fire Department Buildings and Grounds

- The Fire Department along with the Village Building and Grounds Maintenance personnel continue to maintain three aging facilities. In 2020, new carpet was also in the day at Station 91. There were numerous repairs made to the roofs, plumbing, HVAC, and electrical by Eric Langlo and outside companies.

#### 8. Emergency Medical Services Division

- Fiscal Year 2020, continued under the guidance of Lt. Chad Parker and he was instrumental in assisting in the response to the COVID-19 Pandemic.
- During 2020, the department supported three part-time emergency medical technicians in their attendance for Paramedic School. All three graduated in June 2020, and all are now fully licensed paramedics.

#### 9. Technical Rescue Team

- Over the course of the 2020 fiscal year, the Technical Rescue Team (TRT) was able to replace specialized equipment that has met its life expectancy. These replacement items were replaced through appropriation form the general fund.
- The Carpentersville Fire Department has been the leaders for the MABAS Division 2 departments for quite some time. Through the department's team leader Battalion Chief Peters, the division team is fully capable to respond to confined space rescues, trench rescues, high and low angle rescues and building collapse rescue with competence.
- Throughout 2020 TRT team members have attended 70 hours of training. Much of the training costs have been provided through MABAS Division 2.

#### 10. Water Rescue/Sonar Division

- Over the past few years we have been burdened by a decrease in participation on this vital team. In 2019, we have opened the Sonar team to other department's personnel within our MABAS division. In return we have expanded our roles to include divers. All of this has been accomplished with the use of appropriated funds with in this year's budget and through the support of other departments with divers. In 2020, this program has proven to be successful.
- In conjunction with the interagency cooperation agreement for divers and equipment, we have also combined resources with East Dundee. One trailer, housed at East Dundee, now carries all Sonar and Dive gear for both teams, allowing for a rapid response to Carpentersville and any of the QuadCom area departments. East Dundee also added its first Sonar Technician to the Water Team.

11. Continued Managing Risk

- Continuing through 2020, the Fire Department has worked with other Village Departments to identify and evaluate risk management issues within our community. Our work includes collaboration and communications with the Police Department on issues with high risk individuals or properties. Planning sessions resulted in action plans that address potential risks to first responders and the public. This is just one example of how the Fire Department is working with other Village departments to limit our exposure to risks. And if an exposure occurs, there will be plans in place to effectively mitigate the occurrence, provide a post analysis and assist in the planning of future incidents.

12. Continued relationships with local response partners. Such relationships have enabled the Fire Department to reduce costs through cooperative training and the purchasing of certain training devices.

13. Fire Department Administration along with the Village Manager, Human Resources and our legal department, effectively negotiated a new 3-year Collective Bargaining Agreement with the Carpentersville Professional Firefighters Association IAFF Local 4790 (Full-time Firefighters). The goal was to seek and shape conditions and relationships within our organization. Also, we were able to protect the interests of the Village and the employees in determining mutually beneficial terms and conditions all while acting in good faith.

**2021 OBJECTIVES**

1. To continue to work through the COVID-19 National Health Care Crisis and provide leadership and support to all Village departments.
2. To continue to find additional ways to work cooperatively with all Village Departments in an effort to provide effective levels of services delivered and to manage the costs to our residents and business owners.
3. The continuation of collaborative efforts

Continue to support of the Inter-Governmental Agreement (IGA) for the sharing of a Carpentersville Fire Department Battalion Chief on a daily basis to supervise all four QuadCom Fire Departments operation staff, primarily for emergency response as incident commander.

4. Citizen Fire Academy

- Based on the overwhelming success of the last two Academy classes, the Public Education division will be hosting another Academy class projected to begin in May 2021. The continuation of this program will be based on the ending of the national pandemic.

## 5. Fire Fleet Maintenance

The Department anticipates the delivery and training of a new Quint Fire Apparatus, which will combine the resources of a fire engine and a ladder truck. It is anticipated that the department will need up to two months of training activities during the beginning of 2021 for this new type of apparatus to ensure that all personnel are competent in the use of all of the features this type of apparatus offers. This new apparatus will also stream line the operation of the department to where it will be able to respond to fire incidents, medical incidents, technical rescue incidents as well as motor vehicle accidents with the appropriate resources and staff.

## 6. Continuation of the departments committee based system

- The committee based system allows the Fire Department to gather valuable input from the various committees, rely on the research and evaluation conducted by the committees on new and existing program which translates into successful Village programs.

## 7. Training Division

- Continued construction of training props - This will eliminate the need to rent trailers each year with a savings of \$1000 annually. This will also allow crews to remain in town able to deploy should a large emergency occur requiring additional resources.
- Company officer school- This is a continuation of our company officer development program from the previous few years. In 2021 we anticipate having three officers attend this challenging program held at Illinois Fire Service Institute this fall. This program help build the necessary skills for critical decision making during emergencies. We have also initiated a new Leadership Coaching program with an outside fire service coach. The program has a great history of success across the country with building individual leadership competencies, improving the cohesiveness of the officer corps, and aligning the department with a shared vision of success through our leaders.
- Continuation of our efforts to streamline the training divisions through the use of Target Solutions training program- This is the staple of our in-house program. Currently, we share this system with East Dundee, West Dundee, and Rutland Dundee fire department. This program has greatly lessened the burden on all shift-training officers by allocating resources together. As of today all department share the "enterprise" edition of target solutions which allows us to cross platforms to make sharing resources easier. Continuation of our efforts to streamline the training divisions.
- Emergency Medical Services continuing education- This is a mandatory item to ensure system compliance with Sherman hospital. This ensures all of our EMT basic and paramedics retain the needed skills in system and at the state level for licensure. Every 4 years all members must meet either the 60 or 100-hour training requirement.

## 8. Fire Prevention and Inspection Bureau

- In 2021 the Bureau will strive to continue and build upon our success with the inspection program. The Bureau will set the shift inspections for the next three years. The Bureau will also devote more time to the clerical end of the inspection process including the cataloging of all paper plans and construction documents.

9. Med Help Devices

- The Med Help Program is designed to offer medical alert devices to those resident who have disabilities and with limited incomes. This program has been successful for many years. All of this has been made possible through our partnership with Skylink Skycare program.
- The department will be exchanging the aged devices which are currently in place. This is necessary to be able to ensure a timely notification and response to those in this program.

10. Continuation of Community CPR Classes

- Based on specific guidelines for hands on instruction specific to COVID-19, the Department will be scheduling monthly Community CPR classes throughout 2021. These classes will be offered to residents at a minimal cost. The fire department will also attempt to meet the CPR class needs of our businesses and community groups based on new strict class structure standards.

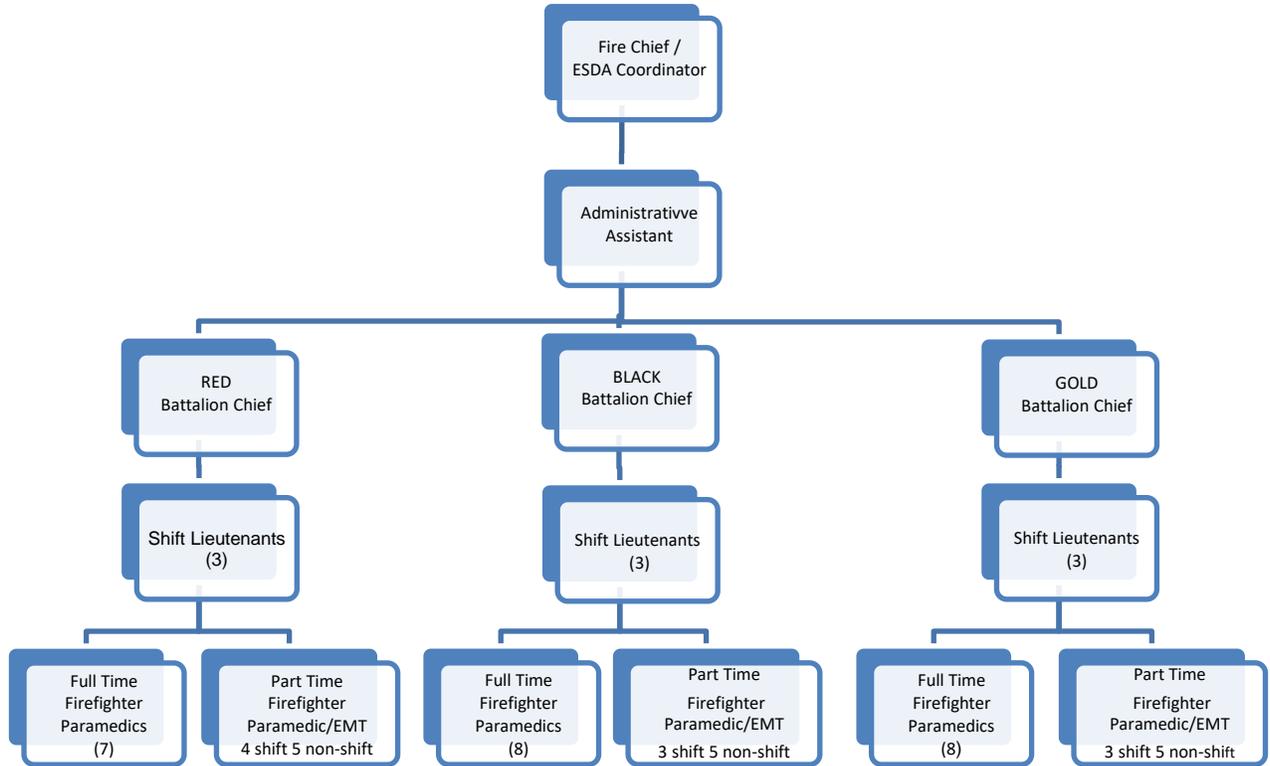
11. Emergency Medical Services

- Purchase and delivery of a new ambulance to strengthen our fleet longevity.
- Purchase and delivery of new cardiac monitors.
- Continuation of the EMS program which allows representatives from each of the three fire department shifts to assist in determining resolves to ongoing issues, assists in the determining future needs, programs and helps track trends in medical services incidents.
- The EMS Division will also continue to evaluate medical equipment purchases and continue to strive to obtain the optimal prices through research.
- The EMS Division will also strive to increase the total number of continuing education class hours by 10%.

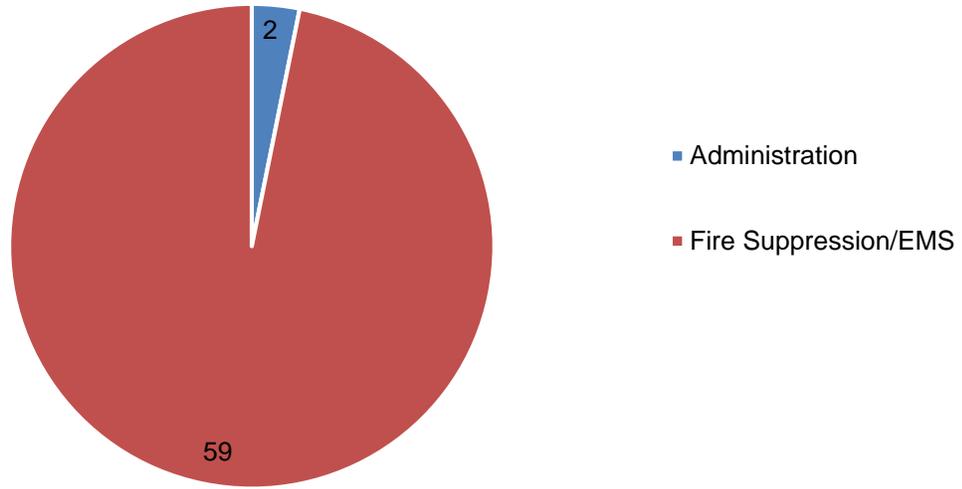
12. Diversify the Fire Departments staff by emulating our community's diverse population. The department will continue to focus our advertisement and recruiting energy to find candidates from within the corporate boundaries of the Village.

13. Continue partnership with other Village departments in evaluating and managing risks within our community.

ORGANIZATIONAL CHART  
2020

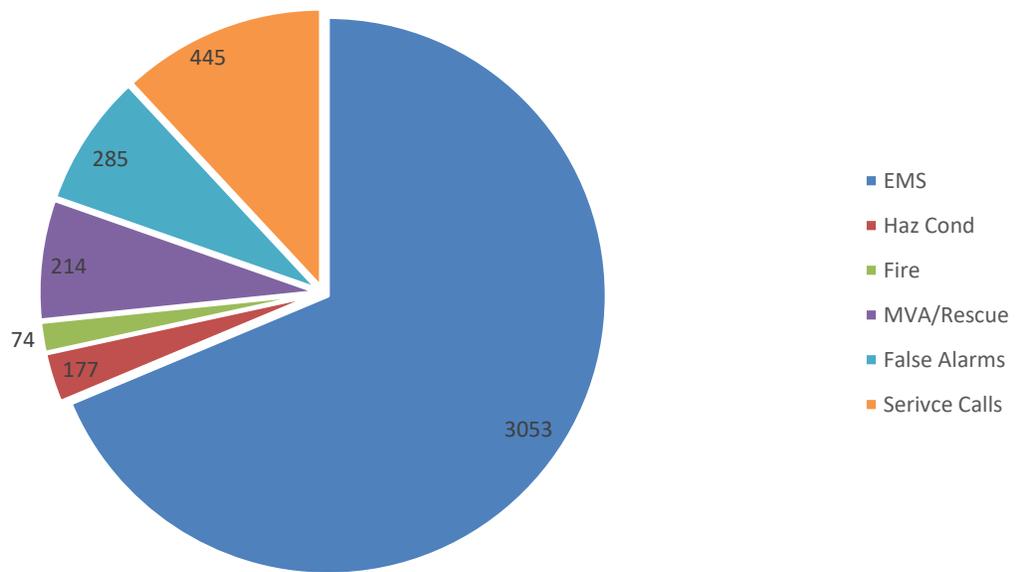


### Functional Areas



*\* The above functional areas are for all employee classes as all employees account for the outcomes of this department.*

### FY 2020 Estimated Calls for Service



**DEPARTMENT BENCHMARKS FOR 2020**

1. Provide Emergency Medical services to the residents and visitors of Carpentersville as well as the Carpentersville & Countryside Fire Protection District in which response times from alarm time of call to arrival on scene will be within 5 and 30 seconds for 90% of the calls for service received.
  
2. Provide Fire Suppression services to the residents and visitors of Carpentersville as well as the Carpentersville & Countryside Fire Protection District in which response times from alarm time to arrival on scene will be within 5 minutes for 90% of the calls for service received.
  
3. Conduct Fire Safety Inspections as required by codes adopted by the Village on all operating businesses as well as vacant structures that have housed prior businesses at least annually and semi-annually for those that operate as places of assemblies or high hazard occupancies.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS			
	2018 Actual	2019 Actual	2020 Projected
<b>Number of Fire Stations</b>	3	3	3
<b>ISO Rating</b>	2	2	2
<b>EMS Calls (Inc. MVA's)</b>	2,753	3,189	3,267
<b>Total Calls</b>	4,140	4,328	4,005

ISO Classification Improvement

In 2019 the Carpentersville Fire Department was able to improve the ISO rating to a Class 2. This is the highest rating the Department have ever attained. The ISO Public Protection Class (PPC) rating is determined by an evaluation of three components: (1) Fire Department (50%), (2) Water Supply (40%), and (3) Receiving and Handling Fire Alarms (10%). This rating is on a scale from 1-10 with one being the best and 10 being no fire department. This rating has a direct effect on the insurance of homes and businesses in our community. In 2004 the Village moved from an ISO rating of 5 to an ISO rating of 3. Fire Department staff prepared and provide all of the required information on time. With this new classification, Village residents could realize continued insurance premium savings.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

**001 - GENERAL FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>001560 - FIRE</b>						
<b>PERSONNEL SERVICES</b>						
50010	REGULAR SALARIES	3,315,163	3,554,612	3,555,117	3,555,117	3,551,003
50020	OVERTIME SALARIES	230,754	274,528	135,000	304,000	339,784
50027	ICMA DEFERRED COMPENSATION	13,733	13,838	14,140	14,140	14,140
50028	RHS CONTRIBUTION	21,451	21,093	20,000	26,000	30,000
50040	LONGEVITY	17,596	17,088	18,900	18,900	19,432
50045	HOLIDAY PAY	127,367	134,152	130,000	130,000	130,000
50050	ATTENDANCE INCENTIVE	41,450	43,400	39,910	39,910	41,270
50060	PART TIME FIRE	441,678	575,672	542,560	542,560	641,077
50075	PART TIME/SEASONAL	146,965	(11,726)	-	-	-
	<b>TOTAL</b>	<b>4,356,157</b>	<b>4,622,656</b>	<b>4,455,627</b>	<b>4,630,627</b>	<b>4,766,706</b>
<b>PERSONNEL BENEFITS</b>						
51129	HEALTH INSURANCE REIMBURSEMENT	705,579	701,341	651,632	651,632	651,689
51140	IMRF	7,797	7,156	8,687	8,687	9,434
51142	CONTRIBUTIONS - FIRE PEN	1,245,107	1,247,967	1,327,085	1,327,085	1,458,002
51160	FICA	48,476	47,947	57,000	57,000	55,054
51165	MEDICARE	59,702	61,989	62,371	62,371	63,772
51999	OTHER BENEFITS	-	-	-	-	-
	<b>TOTAL</b>	<b>2,066,661</b>	<b>2,066,400</b>	<b>2,106,775</b>	<b>2,106,775</b>	<b>2,237,951</b>
<b>CONTRACTUAL SERVICES</b>						
52013	DUES & SUBSCRIPTIONS	5,311	5,217	6,557	6,527	6,557
52150	PHYSICAL EXAMS	35,504	39,789	38,600	28,005	44,600
52153	PRINTING	137	217	600	355	600
52154	NOTICES/PUBLICATIONS	40	-	100	100	100
52157	POSTAGE/MAILING	588	463	350	561	550
52163	TRAINING/MEETINGS	23,070	34,352	55,160	37,782	72,500
52190	PROFESSIONAL SERVICE	77,635	48,585	52,459	33,658	63,400
52200	QUADCOM	141,483	176,869	184,736	184,735	183,373
52310	MAINT BUILDING & GROUNDS	47,633	58,265	45,000	53,182	27,542
52316	OFFICE EQUIPMENT	24	18	200	200	200
52323	MAINTENANCE EQUIPMENT	14,721	15,548	21,699	12,579	25,780
52327	MAINTENANCE - RADIO	1,747	6,196	7,000	4,914	4,000
52326	MAINTENANCE - OPTICOM	-	-	10,000	-	-
52333	MAINTENANCE - VEHICLES	-	147	129,265	167,720	15,000
52409	HEATING	-	-	-	-	-
52410	COMMUNICATIONS	4,000	3,752	3,800	3,800	4,200
	<b>TOTAL</b>	<b>351,894</b>	<b>389,417</b>	<b>555,526</b>	<b>534,118</b>	<b>448,402</b>
<b>COMMODITIES/SUPPLIES</b>						
53100	MATERIALS - BUILDING	11,796	37,171	31,500	31,354	33,600
53600	SUPPLIES - AUTOMOTIVE	-	57	-	-	-
53606	MINOR TOOLS - EQUIPMENT	22,075	36,647	21,400	16,944	24,475
53610	SUPPLIES - MEDICAL HELP	-	-	1,925	2,039	550
53620	SUPPLIES - OFFICE	2,778	3,536	4,000	4,000	3,000
53630	OPERATING SUPPLIES	21,199	23,252	30,122	45,000	57,474
53643	SUPPLIES - PUBLIC EDUCATION	4,343	4,959	4,900	4,900	5,300
53645	SUPPLIES - SAFETY	-	-	80,127	71,908	65,357
53651	CLOTHING	63,844	102,631	41,520	41,520	49,470
53750	SUPPLIES - INVESTIGATIONS	-	-	1,000	-	-
53790	SUPPLIES - CPR	-	-	1,878	850	1,918
53793	SUPPLIES - FIRE PREVENTION	-	-	1,890	-	-
53795	SUPPLIES - FIRE TRAINING	-	-	6,550	6,503	4,750
53796	SUPPLIES - MEDICAL	18,867	30,016	43,485	43,484	48,058
53901	AWARDS & RECOGNITION	807	1,685	1,350	1,344	1,300
55799	IMPROVEMENTS	-	-	-	-	40,000
	<b>TOTAL</b>	<b>145,709</b>	<b>239,953</b>	<b>271,647</b>	<b>269,846</b>	<b>335,251</b>
	<b>DEPARTMENT TOTAL</b>	<b>6,920,420</b>	<b>7,318,426</b>	<b>7,389,575</b>	<b>7,541,366</b>	<b>7,788,311</b>

**MISSION STATEMENT:** The Emergency Services and Disaster (ESDA) Agency is established to coordinate the emergency management program within the Village with private organizations, other municipal subdivisions, the State of Illinois and the Federal government. ESDA is responsible for creating and maintaining the Emergency Operations Plan.

## 2020 ACCOMPLISHMENTS

1. Worked with all Village departments to set up the Village Emergency Operations Center in direct response to the COVID-19 National Healthcare Crisis. Facilitated the organization and leadership needed for the Village response to the crisis using the National Incident Management (NIMS) model.
2. Provided daily situation reports to key Village personnel for nearly four months.
3. Continued an inter-governmental partnership with Kane County Emergency Management in building a database for the residential notification system.
4. Worked diligently with the Police and Public Works Departments to create Incident Action Plans (IAP's) for each Village wide event.
5. Completed the Required State of Illinois National Incident Management System Compliance reports.

## 2021 OBJECTIVES

1. Continue to monitor local, regional, state and national incidents that have a direct effect on Village resources, staff and our community residents.
2. Continue to build the relationship and training of other departments in the use of the Incident Command System.
3. Continue to ensure other department personnel are trained to the necessary National Incident Management System (NIMS) level to meet their level of responsibility when working large scale Village incidents.
4. Continue to work with Fire, Police and Public Works Departments to create incident action plans for every Village wide event and expand participation of key individual staff members.
5. Plan and facilitate a Village wide table top exercise practicing incident command system positions and responsibilities including the use of IAP's.
6. Evaluate and update NIMS compliance in respect to Resource Typing for all Village resources.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>001562 - ESDA</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52153	PRINTING	-	-	100	100	100
52163	TRAINING/MEETINGS	-	-	1,000	1,000	1,000
52323	MAINTENANCE EQUIPMENT	2,532	3,357	2,950	2,950	3,100
	<b>TOTAL</b>	<b>2,532</b>	<b>3,357</b>	<b>4,050</b>	<b>4,050</b>	<b>4,200</b>
 <b><u>COMMODITIES/SUPPLIES</u></b>						
53630	OPERATING SUPPLIES	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	 <b>DEPARTMENT TOTAL</b>	 <b>2,532</b>	 <b>3,357</b>	 <b>4,050</b>	 <b>4,050</b>	 <b>4,200</b>
	 <b>TOTAL EXPENDITURES</b>	 <b>\$ 29,254,724</b>	 <b>\$ 30,281,205</b>	 <b>\$ 38,504,964</b>	 <b>\$ 37,361,982</b>	 <b>\$ 36,604,091</b>



## **SPECIAL REVENUE FUNDS**

This fund is used to account for the funds restricted for the purposes of development with fees in lieu of development. This fund primarily consists of escrows that are due to various governmental agencies within the taxing boundaries of the Village (Park District, School District, Library) and escrows that are maintained on projects by homeowners and business owners. This fund also collects traffic impact fees on new construction projects.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

003 - ESCROW FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>003 - ESCROW FUND</b>						
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	5,309	5,062	3,700	2,500	2,000
	<b>TOTAL</b>	<b>5,309</b>	<b>5,062</b>	<b>3,700</b>	<b>2,500</b>	<b>2,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 5,309</b>	<b>\$ 5,062</b>	<b>\$ 3,700</b>	<b>\$ 2,500</b>	<b>\$ 2,000</b>
<u>TRANSFERS OUT</u>						
59299		-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

The Carpentersville Police Department Social Services provides residents with the Family Matters Program. This is a monthly seminar provides an opportunity for all Carpentersville families to participate in relevant, up to date classes on pressing topics. Through these topics, families will learn more about the subject and open communication in the family.

The program is geared toward families with children ages 12-16.

Funds for this program are utilized for supplies and dinners provided to the families. This gives incentive to the individuals in the program and provides families time to spend together as a family. Investment in this program keeps children off the street and keeps parents involved in their children's lives; it is a prevention program that benefits all.

**2020 ACCOMPLISHMENTS**

1. In 2020 we were able to adapt the Family Matters program into a virtual format in order to still provide programming to families during COVID.
2. In 2020 9 sessions were recorded. Topics included: Vaping, the Danger of Running Away, Domestic Violence, Positive Parenting Solutions for Families, Youth and Technology, Teen Social Safety and Awareness, Identifying Stress within your Family, The Importance of Self-esteem, and Challenging Behaviors.
3. All sessions were recorded in both English and Spanish.

**2021 OBJECTIVES**

1. Engage with the community to see what topics they feel are needed.
2. Continue to serve residents in the community through the program.
3. Continue to recruit families to the program.
4. Continue to run programs monthly.
5. Continue to link families to services needed.
6. Oversee funding to maintain services.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

090 - FAMILY MATTERS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>090556 - FAMILY MATTERS FUND</u></b>						
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
45100	CONTRIBUTIONS	18,000	4,500	16,000	-	-
	<b>TOTAL</b>	<b>18,000</b>	<b>4,500</b>	<b>16,000</b>	-	-
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	84	133	50	50	50
	<b>TOTAL</b>	<b>84</b>	<b>133</b>	<b>50</b>	<b>50</b>	<b>50</b>
	<b>TOTAL REVENUES</b>	<b>\$ 18,084</b>	<b>\$ 4,633</b>	<b>\$ 16,050</b>	<b>\$ 50</b>	<b>\$ 50</b>
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	3,903	2,764	3,331	3,331	2,977
50040	LONGEVITY	40	-	40	40	40
50050	ATTENDANCE INCENTIVE	-	13	25	25	25
50075	PART TIME/SEASONAL	5,126	3,199	7,229	500	1,000
	<b>TOTAL</b>	<b>9,068</b>	<b>5,975</b>	<b>10,625</b>	<b>3,896</b>	<b>4,042</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51140	IMRF	428	251	369	369	348
51160	FICA	552	365	659	659	634
51165	MEDICARE	129	85	154	154	148
	<b>TOTAL</b>	<b>1,110</b>	<b>701</b>	<b>1,182</b>	<b>1,182</b>	<b>1,130</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52105	BANK CHARGES	40	-	60	60	60
	<b>TOTAL</b>	<b>40</b>	<b>-</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53630	OPERATING SUPPLIES	6,170	2,945	5,700	5,700	5,700
	<b>TOTAL</b>	<b>6,170</b>	<b>2,945</b>	<b>5,700</b>	<b>5,700</b>	<b>5,700</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 16,389</b>	<b>\$ 9,621</b>	<b>\$ 17,567</b>	<b>\$ 10,838</b>	<b>\$ 10,932</b>

The Motor Fuel Tax (MFT) Fund is utilized to fund maintenance and construction expenses for roadway and sidewalk improvements within public right of ways. Other applicable uses for MFT funds used by the Village are as follows:

- Electric usage charges for operation of public street lighting systems.
- Purchase of maintenance materials (road salt and hot-mix asphalt) for use by the Public Works Department.
- Payment for bonds issued to fund construction expenses for prior public improvement projects.
- Payment for engineering consultant services for the design and construction inspection of public roadway improvement projects, including sidewalk replacement, roadway reconstruction, and bridge replacement projects.
- Payment for current construction expenses of public improvement projects.
- Grinding and cutting of Trip Hazards on public carriageway and sidewalk.

#### **2020 ACCOMPLISHMENTS**

1. Funded the annual street lighting electric usage expenses.
2. Funded the roadway salt material purchase contract.
3. Completed the construction roadway resurfacing on select west side Village roadways.
4. Completed trip hazard cutting and replacement of select concrete sidewalk at various locations throughout the Village.

#### **2021 OBJECTIVES**

1. Fund the annual street lighting electric usage expenses.
2. Fund the roadway salt material purchase contract.
3. Fund 75% of the debt service repayment of Bonds.
4. Complete in-house design and construction of the MFT Westside Resurfacing Program.
5. Complete in-house design and construction of the MFT Sidewalk Cutting and Sidewalk Replacement Programs.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

**400 - MOTOR FUEL TAX (MFT) FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>400011 - MFT FUND REVENUES</u></b>						
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	11,296	14,132	10,000	5,000	5,000
48015	REALIZED GAIN/LOSS ON INVEST	1,434	-	-	-	-
	<b>TOTAL</b>	<b>12,729</b>	<b>14,132</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000</b>
<b><u>TRANSFERS IN</u></b>						
49001	TRANSFER FROM GENERAL FUND	-	-	-	-	-
	<b>DEPARTMENT TOTAL</b>	<b>12,729</b>	<b>14,132</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000</b>
<b><u>400081 - INTERGOVERNMENTAL REVENUES</u></b>						
<b><u>TAXES OTHER</u></b>						
42403	MOTOR FUEL TAX ALLOTMENTS	980,084	1,256,171	1,300,000	1,300,000	1,485,025
42404	MFT HIGH GROWTH ALLOTMENT	66,762	11,030	40,000	30,000	30,000
	<b>TOTAL</b>	<b>1,046,846</b>	<b>1,267,201</b>	<b>1,340,000</b>	<b>1,330,000</b>	<b>1,515,025</b>
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
<b><u>FEDERAL GRANTS</u></b>						
45000	73010 ANNUAL CDBG MFT RESURFACING	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,059,575</b>	<b>1,281,333</b>	<b>1,350,000</b>	<b>1,335,000</b>	<b>1,520,025</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,059,575</b>	<b>\$ 1,281,333</b>	<b>\$ 1,350,000</b>	<b>\$ 1,335,000</b>	<b>\$ 1,520,025</b>
<b><u>400370 - MFT FUNDED EXPENDITURES</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52105	BANK CHARGES	60	60	60	60	60
52404	ELECTRICITY - STREET LIGHTS	129,053	121,947	120,000	108,000	120,000
52743	TREE REMOVAL / TREE TRIMMING	73,697	-	-	-	-
	<b>TOTAL</b>	<b>202,810</b>	<b>122,007</b>	<b>120,060</b>	<b>108,060</b>	<b>120,060</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53102	STREET MATERIALS	56,533	-	-	-	-
53779	SUPPLIES-SALT&CALCIUM CHLORIDE	133,902	124,830	180,000	182,988	195,000
	<b>TOTAL</b>	<b>190,434</b>	<b>124,830</b>	<b>180,000</b>	<b>182,988</b>	<b>195,000</b>
<b><u>CAPITAL IMPROVEMENTS</u></b>						
<b><u>PHASE III CONSTRUCTION</u></b>						
56403	73000 ANNUAL MFT RESURFACING	-	350,104	1,361,000	1,175,510	1,460,000
56403	73001 ANNUAL MFT SIDEWALK PROJECTS	92,493	117,512	50,000	50,000	75,000
56403	73010 ANNUAL CDBG MFT RESURFACING	-	-	-	-	-
	<b>TOTAL</b>	<b>92,493</b>	<b>467,616</b>	<b>1,411,000</b>	<b>1,225,510</b>	<b>1,535,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>485,737</b>	<b>714,452</b>	<b>1,711,060</b>	<b>1,516,558</b>	<b>1,850,060</b>
<b><u>400398 - TRANSFERS</u></b>						
<b><u>TRANSFERS OUT</u></b>						
59030	TRANSFER TO DEBT SERVICE	124,394	376,950	376,950	376,950	376,950
	<b>TOTAL</b>	<b>124,394</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>
	<b>DEPARTMENT TOTAL</b>	<b>124,394</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 610,131</b>	<b>\$ 1,091,402</b>	<b>\$ 2,088,010</b>	<b>\$ 1,893,508</b>	<b>\$ 2,227,010</b>

Special Service Area Number One (SSA #1) was established for the purpose of maintenance and improvement of the pond and related facilities on Lot 151 of the Newport Coves Subdivision. The revenue collected will be used for the operation, upkeep, maintenance, repair, replacement, alteration, safekeeping, and improvement of the pond and related facilities located on Lot 151 of the Newport Coves Subdivision. Amounts may be set-aside as a reserve fund for the purpose of renewing, replacing, rehabilitating, reconstructing, and improving the pond and related facilities. The location of Lot 151 of the Newport Coves Subdivision is the northwest corner of Huntley Road and Tay River Drive.

**VILLAGE OF CARPENTERSVILLE  
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701 - SSA# 1 NEWPORT COVE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>701012 - SSA #1 NEWPORT COVE</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	17,988	18,076	18,000	18,000	18,000
	<b>TOTAL</b>	<b>17,988</b>	<b>18,076</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 17,988</b>	<b>\$ 18,076</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>
<b><u>701179 - SSA#1 NEWPORT COVE EXPENDITURE</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52310	MAINT BUILDING & GROUNDS	9,739	14,722	9,500	18,805	18,000
	<b>TOTAL</b>	<b>9,739</b>	<b>14,722</b>	<b>9,500</b>	<b>18,805</b>	<b>18,000</b>
<b><u>EQUIPMENT</u></b>						
55750	EQUIPMENT	-	30	2,500	1,311	2,500
	<b>TOTAL</b>	<b>-</b>	<b>30</b>	<b>2,500</b>	<b>1,311</b>	<b>2,500</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 9,739</b>	<b>\$ 14,752</b>	<b>\$ 12,000</b>	<b>\$ 20,116</b>	<b>\$ 20,500</b>

Special Service Area Number Two (SSA #2) was established for the purpose of maintenance and improvement of the storm water management facilities on Lot 35 of the Oak Meadows Subdivision. The revenue will be used for the operation, upkeep, maintenance, repair, replacement, alteration, safekeeping, and improvement of the storm water facilities. Amounts may be set-aside in a reserve fund for the purpose of renewing, replacing, rehabilitating, reconstructing, and improving the storm water detention area and related facilities.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

702 - SSA# 2 OAK MEADOWS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>702012 - SSA #2 OAK MEADOWS REVENUE</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	999	1,000	1,000	1,000	1,000
	<b>TOTAL</b>	<b>999</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 999</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b><u>702179 - SSA #2 OAK MEADOWS EXPENDITURE</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52310	MAINT BUILDING & GROUNDS	768	980	1,000	1,400	2,500
	<b>TOTAL</b>	<b>768</b>	<b>980</b>	<b>1,000</b>	<b>1,400</b>	<b>2,500</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 768</b>	<b>\$ 980</b>	<b>\$ 1,000</b>	<b>\$ 1,400</b>	<b>\$ 2,500</b>

Special Service Area Number Three (SSA #3) was established for the purpose of maintenance and improvement of the storm water management facilities on Lot 296 and Lot 297 in the Keele Farm Subdivision, Unit 1. The revenue will be used for the operation, upkeep, maintenance, repair, replacement, alteration, safekeeping, and improvement of the storm water facilities. Amounts may be set-aside in a reserve fund for the purpose of renewing, replacing, rehabilitating, reconstructing, and improving the storm water detention area and related facilities. The location of Lot 296 and Lot 297 is located on both sides of Redwood Lane, east of the rear lot lines lying east of Birch Street.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

703 - SSA # 3 KEELE FARMS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>703012 - SSA #3 KEELE FARMS REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	-	-	5,000	5,000	5,000
	<b>TOTAL</b>	-	-	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b><u>703179 - SSA #3 KEELE FARMS EXPENDITURE</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52310	MAINT BUILDING & GROUNDS	7,300	18,899	12,000	11,905	7,000
	<b>TOTAL</b>	<b>7,300</b>	<b>18,899</b>	<b>12,000</b>	<b>11,905</b>	<b>7,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 7,300</b>	<b>\$ 18,899</b>	<b>\$ 12,000</b>	<b>\$ 11,905</b>	<b>\$ 7,000</b>

Special Service Area Number Twenty One (SSA #21) was established for the purpose of the maintenance, repair, replacement, alteration, and improvements to the detention basin located on Lot 70 and two (2) cul-de-sac islands located on Elm Ridge Court and Rosewood Drive within the White Oaks Subdivision. Revenue collected from residents of the White Oaks Subdivision will be used for the purpose of maintenance, repair, replacement, alteration, and improvements of the detention basin and two (2) cul-de-sac islands. Amounts may be set-aside in a reserve fund for the purpose of repairing, rehabilitating, reconstructing, and improving the detention basin and cul-de-sacs.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

721 - SSA # 21 WHITE OAKS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>721012 - SSA #21 WHITE OAKS</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	4,496	4,492	4,500	4,500	4,500
	<b>TOTAL</b>	<b>4,496</b>	<b>4,492</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
	<b>TOTAL REVENUES</b>	<b>\$ 4,496</b>	<b>\$ 4,492</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
<b><u>721179 - SSA #21 WHITE OAKS</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52310	MAINT BUILDING & GROUNDS	2,100	1,540	5,000	5,330	5,000
	<b>TOTAL</b>	<b>2,100</b>	<b>1,540</b>	<b>5,000</b>	<b>5,330</b>	<b>5,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,100</b>	<b>\$ 1,540</b>	<b>\$ 5,000</b>	<b>\$ 5,330</b>	<b>\$ 5,000</b>

The Route 25 TIF district was created May 1, 2012. The district is roughly bounded on the north by Lake Marian Rd, on the west and south by LW Besinger Dr, and on the east by Route 25. The district consists of 70 tax parcels in approximately 156 acres. The designation of this portion of the Route 25 area as TIF #3 was an effort to rehabilitate and redevelop the corridor through an integrated and comprehensive strategy that utilizes public resources to stimulate additional private investment in an area that would not otherwise be commercially productive. The goal of the TIF district is to revitalize the area as a commercial corridor, redevelop vacant and underutilized properties, and improve public infrastructure.

**2020 ACCOMPLISHMENTS**

1. Met with several retail businesses and developers to encourage development within TIF 3.
2. Identified new retail consulting firm to assist with marketing and business recruitment throughout the community, including area of TIF District within Route 25 corridor.

**2021 OBJECTIVES**

1. Continued implementation of General Fund repayment plan that was designed to repay upfront costs associated with Wal-Mart redevelopment agreement.
2. Staff and the Village's new retail consultant will continue to work with developers and property owners to attract additional commercial users to the one remaining outlot in front of the Walmart Supercenter, the Meadowdale Shopping Center, and other available sites and buildings along the Route 25 commercial corridor.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

803 - TIF # 3 ROUTE 25 FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>803011 - TIF #3 REVENUES</b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	621,666	767,308	720,000	900,000	885,000
	<b>TOTAL</b>	<b>621,666</b>	<b>767,308</b>	<b>720,000</b>	<b>900,000</b>	<b>885,000</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	1,833	9,755	-	5	-
	<b>TOTAL</b>	<b>1,833</b>	<b>9,755</b>	<b>-</b>	<b>5</b>	<b>-</b>
	<b>TOTAL REVENUES</b>	<b>\$ 623,499</b>	<b>\$ 777,062</b>	<b>\$ 720,000</b>	<b>\$ 900,005</b>	<b>\$ 885,000</b>
<b>803189 - TIF #3 EXPENDITURES</b>						
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	1,100	1,100	1,467	1,467	1,467
52013	DUES & SUBSCRIPTIONS	213	213	284	-	284
52030	LEGAL FEES	-	-	1,000	-	1,000
52185	CONTRACTUAL - TIF CONSULTANT	-	-	-	-	-
52188	DEVELOPMENT STIMULUS	-	-	-	-	-
52190	PROFESSIONAL SERVICE	28	-	2,500	50	2,500
	<b>TOTAL</b>	<b>1,341</b>	<b>1,313</b>	<b>5,251</b>	<b>1,517</b>	<b>5,251</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE III CONSTRUCTION</b>						
56403	70191 LW BESINGER DRIVE & WTR MAIN	-	-	-	-	-
56403	72001 ELMRIDGE - BALL CONNECTION	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>TRANSFERS OUT</u>						
59001	TRANSFER TO GENERAL FUND	-	3,368	9,232	6,070	-
	<b>TOTAL</b>	<b>-</b>	<b>3,368</b>	<b>9,232</b>	<b>6,070</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,341</b>	<b>\$ 4,680</b>	<b>\$ 14,483</b>	<b>\$ 7,587</b>	<b>\$ 5,251</b>

The Spring Hill Mall TIF district was created January 5, 2016. The district is roughly bounded by the Spring Hill Ring Road on the north and east and the Carpentersville-West Dundee boundary on the south and west. The district is approximately seven acres. In cooperation with West Dundee and the mall property owner, the goal is to rehabilitate the existing properties, foster the repair or replacement of public infrastructure, and facilitate the assembly and preparation of available sites. Costs will be reimbursed based on the eligibility of the TIF improvement expenditures as specified in the redevelopment agreement.

**2020 ACCOMPLISHMENTS**

1. Continued to work with mall ownership to attract and recruit business into Spring Hill Mall.

**2021 OBJECTIVES**

1. Implementation of the Spring Hill Mall Redevelopment District Plan and Project.
2. Consider options for improving viability of the Spring Hill Mall TIF District, including expanding size or consolidating with nearby Old Town TIF #5.
3. Work with Village of West Dundee to develop joint plan on Spring Hill Mall Property.
4. The Village will continue to monitor the sales tax generators at the Mall for compliance with State Sales tax requirements.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

804 - TIF # 4 SPRING HILL MALL REDEVELOPMENT

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>804011 - TIF #4 REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	1,316	-	1,250	1,250	1,250
	<b>TOTAL</b>	<b>1,316</b>	<b>-</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	11	28	-	5	-
	<b>TOTAL</b>	<b>11</b>	<b>28</b>	<b>-</b>	<b>5</b>	<b>-</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,326</b>	<b>\$ 28</b>	<b>\$ 1,250</b>	<b>\$ 1,255</b>	<b>\$ 1,250</b>
<b><u>804189 - TIF #4 EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	1,100	-	-	-	-
52013	DUES & SUBSCRIPTIONS	213	213	284	-	284
52030	LEGAL FEES	-	-	-	-	-
	<b>TOTAL</b>	<b>1,313</b>	<b>213</b>	<b>284</b>	<b>-</b>	<b>284</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,313</b>	<b>\$ 213</b>	<b>\$ 284</b>	<b>\$ -</b>	<b>\$ 284</b>

The Old Town TIF district was created January 5, 2016. The district comprises approximately 397 acres in the Old Town neighborhood and along Route 31. The Old Town TIF's goal is to implement public improvements, assist existing businesses and property owners, encourage private sector activities, and facilitate property assembly, demolition, and site preparation. Costs will be reimbursed based on the eligibility of the TIF improvement expenditures as specified in the redevelopment agreement.

### **2020 ACCOMPLISHMENTS**

1. Village coordinated with OTTO Engineering to explore options for redevelopment of the Huntley Square property, which ultimately resulted in OTTO proceeding with property acquisition and demolition of the building.
2. Village completed land acquisition process and took possession at the end of the year of M&M Patio & Stone property located at 155 S. Washington Street.

### **2021 OBJECTIVES**

1. Continue working with property owners and developers to redevelop the Rte 31 corridor and Old Town area.
2. Develop plans for future use of the 155 S. Washington property.
3. Recruit developer to redevelop Huntley Square property.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

805 - TIF # 5 OLD TOWN

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>805011 - TIF #5 REVENUES</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	144,413	277,857	150,000	400,000	600,000
	<b>TOTAL</b>	<b>144,413</b>	<b>277,857</b>	<b>150,000</b>	<b>400,000</b>	<b>600,000</b>
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
<b><u>STATE/LOCAL GRANTS</u></b>						
45005	60007 OSLAD GRANT - CARPENTER PARK	-	-	-	-	-
45005	70192	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>REIMBURSEMENTS</u></b>						
<b><u>REIMBURSEMENTS - PUBLIC WORKS</u></b>						
47812	60007 OSLAD GRANT - CARPENTER PARK	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	40,925	54,819	21,000	21,000	21,000
48015	REALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48110	GAIN/LOSS ON INVESTMENT	(10,912)	(5,820)	-	10	-
	<b>TOTAL</b>	<b>30,013</b>	<b>48,999</b>	<b>21,000</b>	<b>21,010</b>	<b>21,000</b>
<b><u>TRANSFERS IN</u></b>						
49328	TRANSFER FROM VETERANS GARDEN	-	-	-	-	-
49801	TRANSFER FROM TIF #1	499,995	600,000	600,000	600,000	-
49970	TRANSFER FROM PARK TRUST FD	10,000	-	10,000	10,000	10,000
	<b>TOTAL</b>	<b>509,995</b>	<b>600,000</b>	<b>610,000</b>	<b>610,000</b>	<b>10,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 684,422</b>	<b>\$ 926,856</b>	<b>\$ 781,000</b>	<b>\$ 1,031,010</b>	<b>\$ 631,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

805 - TIF # 5 OLD TOWN

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>805189 - TIF #5 EXPENDITURES</b>						
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	3,700	1,100	1,467	1,467	1,467
52013	DUES & SUBSCRIPTIONS	213	213	284	300	284
52030	LEGAL FEES	-	-	3,000	3,468	3,000
52163	TRAINING/MEETINGS	-	-	375	375	375
52185	CONTRACTUAL - TIF CONSULTANT	8,450	-	5,000	5,000	5,000
<b>DEVELOPMENT STIMULUS</b>						
52188	30001 OTTO TECH CENTER	300,000	5,100	-	-	-
52188	DEVELOPMENT STIMULUS	25,938	131,178	254,000	312,000	290,000
<b>PROFESSIONAL SERVICE</b>						
52190	60007 OSLAD GRANT - CARPENTER PARK	26	-	-	26	-
52190	70133 RT 31 & HUNTLEY	493,323	-	-	-	337,572
52190	70190 MAIN STREET AND WASHINGTON INT	-	-	-	-	-
52190	70192 FOX RIVER RENOVATION	-	-	-	-	-
52190	72014 BURIAL OF OVERHEAD UTIL	28,913	9,638	-	-	-
	<b>TOTAL</b>	<b>860,561</b>	<b>147,228</b>	<b>264,126</b>	<b>322,636</b>	<b>637,698</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>EQUIPMENT</b>						
55750	60007 OSLAD GRANT - CARPENTER PARK	-	-	-	-	-
<b>BUILDING/IMPROVEMENTS</b>						
56010	60007 OSLAD GRANT - CARPENTER PARK	10,860	-	50,000	-	-
56010	72026 VETERAN'S GARDEN	15,173	-	-	-	-
54153	TIF IMPROVEMENTS	-	-	-	-	1,636,356
<b>PHASE II ENGINEERING</b>						
56302	72007 SPRING STREET CULVERT	-	-	-	-	-
<b>PHASE III ENGINEERING</b>						
56303	70192 FOX RIVER RENOVATION	-	-	-	-	-
<b>PHASE III CONSTRUCTION</b>						
56403	60007 OSLAD GRANT - CARPENTER PARK	-	-	-	-	-
56403	70192 FOX RIVER RENOVATION	101,743	-	25,000	-	25,000
56403	72007 SPRING STREET CULVERT	805,431	68,968	-	-	-
<b>LAND ACQUISITION</b>						
56501	LAND ACQUISITION	-	298,548	-	-	-
56501	70192 FOX RIVER RENOVATION	-	-	300,000	-	300,000
<b>ROW ACQUISITION</b>						
56502	70192 FOX RIVER RENOVATION	-	-	-	-	-
	<b>TOTAL</b>	<b>933,206</b>	<b>367,516</b>	<b>375,000</b>	<b>-</b>	<b>1,961,356</b>
<u>TRANSFERS OUT</u>						
59001	TRANSFER TO GENERAL FUND	-	16,857	18,463	-	-
	<b>TOTAL</b>	<b>-</b>	<b>16,857</b>	<b>18,463</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,793,767</b>	<b>\$ 531,601</b>	<b>\$ 657,589</b>	<b>\$ 322,636</b>	<b>\$ 2,599,054</b>

The primary mission of the Foreign Fire Tax Board is to administer the funds collected by the State of Illinois from Insurance Companies who operate in Illinois but are not based within the State. 2 % of premiums are passed onto the board once the State deducts a processing fee. The Foreign Fire Tax Board was established and recognized by the Village of Carpentersville. The use of these funds is clearly established in State Statute and can be used for items that will be used by the firefighters at the stations which will benefit all of the employees.

The Board is made up of full-time firefighters and the Fire Chief sits on the board but does not vote on how the money is spent unless there is a tie. In 2020, the Foreign Fire Tax Board has made purchases, but not limited to the following:

- Comcast Cable 3 stations
- Training Seminars
- Honor Guard Supplies (Flags / Bases / Axes)
- \$1000 for each station (Station Fund for minor items)
- Station 93 Workout Equipment Repairs / Replacements
- Station Food Supplies (Coffee / Spices / Condiments)
- New Recliners for Station 91 (1 station done annually)
- Sound Bar for Station 92 & 93
- New TVs for Station 91 & 93
- Shower Shelves (3 stations)
- Kitchen Supplies (Plates / Knives / Silverware)
- Station 93 new wall mural
- Firestick (3 stations)
- New iPad charging cords (Station use)
- Station patio umbrellas
- Replacement Weber Grill parts / Covers
- Replacement Smoker parts / covers
- Station 93 Elliptical Machine

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

967 - FOREIGN FIRE TAX BOARD FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>967081 - FOREIGN FIRE TAX BOARD REVENUES</u></b>						
<u>TAXES OTHER</u>						
42710	FOREIGN FIRE TAX	36,472	36,107	26,400	36,000	36,000
	<b>TOTAL</b>	<b>36,472</b>	<b>36,107</b>	<b>26,400</b>	<b>36,000</b>	<b>36,000</b>
 <u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	25	71	10	30	10
	<b>TOTAL</b>	<b>25</b>	<b>71</b>	<b>10</b>	<b>30</b>	<b>10</b>
	<b>TOTAL REVENUES</b>	<b>\$ 36,497</b>	<b>\$ 36,177</b>	<b>\$ 26,410</b>	<b>\$ 36,030</b>	<b>\$ 36,010</b>
 <b><u>967597 - FOREIGN FIRE TAX BOARD EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52163	TRAINING/MEETINGS	1,348	1,715	1,200	1,200	1,200
52999	OTHER CONTRACTUAL	7,157	6,750	6,600	6,600	6,600
	<b>TOTAL</b>	<b>8,505</b>	<b>8,465</b>	<b>7,800</b>	<b>7,800</b>	<b>7,800</b>
 <u>COMMODITIES/SUPPLIES</u>						
53645	SUPPLIES - SAFETY	6,137	-	1,500	1,300	1,500
53999	SUPPLIES - OTHER	14,489	13,390	10,000	14,000	10,000
	<b>TOTAL</b>	<b>20,626</b>	<b>13,390</b>	<b>11,500</b>	<b>15,300</b>	<b>11,500</b>
 <u>EQUIPMENT</u>						
55750	EQUIPMENT	6,677	10,460	10,000	6,000	10,000
	<b>TOTAL</b>	<b>6,677</b>	<b>10,460</b>	<b>10,000</b>	<b>6,000</b>	<b>10,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 35,808</b>	<b>\$ 32,315</b>	<b>\$ 29,300</b>	<b>\$ 29,100</b>	<b>\$ 29,300</b>



**DEBT SERVICE FUND**

**2014 General Obligation Bonds:** In December 2014, the Village issued \$9,560,000 of GO Bonds for the purpose of public improvements, street improvements, and land acquisitions. This service is based on a 20-year amortization schedule with interest rates ranging from 2% to 4%. Semi-annual interest payments are due on June 30th and December 30th and annual principal payments are due each December 30th. The outstanding principal balance as of January 1, 2021 is \$7,385,000. Principal and interest payments are made by the Motor Fuel Tax Fund and General Fund.

**2015A General Obligation Refunding (IEPA Loan) Bonds:** In February 2015, the Village issued \$8,105,000 of GO Refunding Bonds for the purpose of refunding outstanding Illinois Environmental Protection Agency (IEPA) loans for Water/Sewer projects. The refunding of the IEPA loan generated a gross savings of around \$195,000 because of the low interest rate environment. The GO Bonds amortization table will be based on an eight year (by 2023) amortization schedule. The outstanding principal balance as of January 1, 2021 is \$3,195,000. There will be no additional tax levy as a result of these bonds as debt service will be entirely paid out of Water and Sewer Fund.

**2015B General Obligation Refunding Bonds:** In October 2015, the Village issued \$5,840,000 of GO Refunding Bonds for the purpose of refunding outstanding Series 2006 General Obligation Bonds. The refunding of the Series 2006 GO Bonds generated a gross savings of around \$872,000 because of the low interest rate environment. The GO Bonds amortization table will be based on an eleven year (by 2026) amortization schedule. The outstanding principal balance as of January 1, 2021 is \$3,965,000. The Debt Service Fund (50%) and Water/Sewer Fund (50%) would continue to share the debt service for these bonds.

**2016 General Obligation Refunding Bonds:** In August 2016, the Village issued \$6,926,000 of GO Refunding Bonds for the purpose of advance refunding part of the outstanding Series 2008 General Obligation Bonds (\$6,455,000). The refunding of the Series 2008 GO Bonds generated a gross savings of around \$622,131 because of the low interest rate environment. The GO Bonds amortization table is based on an eleven year (by 2028) amortization schedule. The outstanding principal balance as of January 1, 2021 is \$4,129,880. The Debt Service Fund (67%) and Water/Sewer Fund (33%) would continue to share the debt service for these bonds.

**2020 General Obligation Refunding Bonds:** In October 2020, the Village issued \$10,995,000 of GO Refunding Bonds for the purpose of advance refunding part of the outstanding Series 2010 General Obligation Bonds. The refunding of the Series 2010 GO Bonds generated net present value savings of around \$2,093,304. The series 2020 Bonds have a stated maturity of 12/30/2030. The Debt Service Fund levy provides for the annual payment of principal and interest. The outstanding principal balance as of January 1, 2021 is \$10,995,000.

**Remaining Debt Service to Maturity – Governmental Funds**

<b>Series 2014</b>		
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>
2021	\$ 415,000	\$ 278,000
2022	\$ 430,000	\$ 265,550
2023	\$ 440,000	\$ 252,650
2024	\$ 455,000	\$ 239,450
2025	\$ 470,000	\$ 225,800
2026	\$ 490,000	\$ 207,000
2027	\$ 510,000	\$ 187,400
2028	\$ 530,000	\$ 167,000
2029	\$ 550,000	\$ 145,800
2030	\$ 570,000	\$ 123,800
2031	\$ 595,000	\$ 101,000
2032	\$ 620,000	\$ 77,200
2033	\$ 640,000	\$ 52,400
2034	\$ 670,000	\$ 26,800
	<b>\$ 7,385,000</b>	<b>\$ 2,349,850</b>

<b>Series 2015B</b>		
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>
2021	\$ 300,000	\$ 79,300
2022	\$ 310,000	\$ 67,300
2023	\$ 322,500	\$ 54,900
2024	\$ 337,500	\$ 42,000
2025	\$ 350,000	\$ 28,500
2026	\$ 362,500	\$ 14,500
2027	\$ -	\$ -
2028	\$ -	\$ -
2029	\$ -	\$ -
2030	\$ -	\$ -
2031	\$ -	\$ -
2032	\$ -	\$ -
2033	\$ -	\$ -
2034	\$ -	\$ -
	<b>\$ 1,982,500</b>	<b>\$ 286,500</b>

<b>Series 2016</b>		
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>
2021	\$ 426,120	\$ 74,338
2022	\$ 436,170	\$ 66,668
2023	\$ 442,200	\$ 58,817
2024	\$ 450,910	\$ 50,857
2025	\$ 459,620	\$ 42,741
2026	\$ 466,990	\$ 34,467
2027	\$ 473,690	\$ 26,062
2028	\$ 483,070	\$ 17,535
2029	\$ 491,110	\$ 8,840
2030	\$ -	\$ -
2031	\$ -	\$ -
2032	\$ -	\$ -
2033	\$ -	\$ -
2034	\$ -	\$ -
	<b>\$ 4,129,880</b>	<b>\$ 380,324</b>

<b>Series 2020</b>			
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2021	\$ 705,000	\$ 439,800	\$ 2,717,558
2022	\$ 730,000	\$ 411,600	\$ 2,717,288
2023	\$ 760,000	\$ 382,400	\$ 2,713,467
2024	\$ 790,000	\$ 352,000	\$ 2,717,717
2025	\$ 820,000	\$ 320,400	\$ 2,717,061
2026	\$ 855,000	\$ 287,600	\$ 2,718,057
2027	\$ 1,260,000	\$ 253,400	\$ 2,710,552
2028	\$ 1,310,000	\$ 203,000	\$ 2,710,605
2029	\$ 1,845,000	\$ 150,600	\$ 3,191,350
2030	\$ 1,920,000	\$ 76,800	\$ 2,690,600
2031	\$ -	\$ -	\$ 696,000
2032	\$ -	\$ -	\$ 697,200
2033	\$ -	\$ -	\$ 692,400
2034	\$ -	\$ -	\$ 696,800
	<b>\$ 10,995,000</b>	<b>\$ 2,877,600</b>	<b>\$ 30,386,654</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

030 - DEBT SERVICE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>030071 - DEBT SERVICE FUND</b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	1,904,538	2,230,920	2,228,672	2,228,672	2,026,938
	<b>TOTAL</b>	<b>1,904,538</b>	<b>2,230,920</b>	<b>2,228,672</b>	<b>2,228,672</b>	<b>2,026,938</b>
<u>TAXES OTHER</u>						
42095	LOCAL MOTOR FUEL TAX	279,049	287,057	-	-	-
	<b>TOTAL</b>	<b>279,049</b>	<b>287,057</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>REIMBURSEMENTS</u>						
47011	IMPOUND FEES	19,750	19,750	21,000	21,000	21,000
	<b>TOTAL</b>	<b>19,750</b>	<b>19,750</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<u>INVESTMENT INCOME</u>						
<b>INTEREST INCOME</b>						
48006	INTEREST INCOME	52,373	71,624	30,000	30,000	30,000
48006	92010 2010 CAPITAL PROJECT BOND	292,479	274,478	267,603	267,603	-
48110	GAIN/LOSS ON INVESTMENT	(10,405)	(3,264)	-	-	-
	<b>TOTAL</b>	<b>334,447</b>	<b>342,838</b>	<b>297,603</b>	<b>297,603</b>	<b>30,000</b>
<u>TRANSFERS IN</u>						
49001	TRANSFER FROM GENERAL FUND	104,429	316,450	318,200	318,200	318,200
49400	TRANSFER FROM MFT	124,394	376,950	376,950	376,950	376,950
	<b>TOTAL</b>	<b>228,822</b>	<b>693,400</b>	<b>695,150</b>	<b>695,150</b>	<b>695,150</b>
	<b>TOTAL REVENUES</b>	<b>\$ 2,766,607</b>	<b>\$ 3,573,964</b>	<b>\$ 3,242,425</b>	<b>\$ 3,242,425</b>	<b>\$ 2,773,088</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

030 - DEBT SERVICE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>030730 - DEBT SERVICE EXPENDITURES</b>						
<u>CONTRACTUAL SERVICES</u>						
<b>DEBT ISSUANCE COSTS</b>						
58100	92016 2016 REFUNDING BONDS	-	-	-	-	-
<b>AGENT FEES</b>						
58510	AGENT FEES	1,500	250	-	500	500
58510	92006 2006 CAPITAL IMPROVEMENT BONDS	-	-	-	-	-
58510	92008 2008 CIP BOND ISSUE (PROJECT)	168	-	500	-	-
58510	92010 2010 CAPITAL PROJECT BOND	750	250	1,000	1,000	1,000
58510	92012 2014 CIP BONDS	-	-	1,000	-	-
58510	92014 2015 B BONDS	1,100	500	500	500	500
58510	92016 2016 REFUNDING BONDS	-	-	500	-	-
<b>PRINCIPAL</b>						
58557	92008 2008 CIP BOND ISSUE (PROJECT)	113,900	-	-	-	-
58557	92010 2010 CAPITAL PROJECT BOND	760,000	780,000	805,000	805,000	-
58557	92012 2014 CIP BONDS	354,008	395,000	405,000	405,000	415,000
58557	92014 2015 B BONDS	135,000	277,500	287,500	287,500	300,000
58557	92016 2016 REFUNDING BONDS	91,120	419,420	426,120	426,120	436,170
58557	92017 2020 REFUNDING BONDS	-	-	-	-	705,000
<b>INTEREST</b>						
58558	92008 2008 CIP BOND ISSUE (PROJECT)	4,556	-	-	-	-
58558	92010 2010 CAPITAL PROJECT BOND	882,040	850,348	812,348	812,348	-
58558	92012 2014 CIP BONDS	312,449	302,000	290,150	290,150	278,000
58558	92014 2015 B BONDS	107,300	101,900	90,800	119,300	79,300
58558	92016 2016 REFUNDING BONDS	83,528	81,869	74,338	74,338	66,638
58558	92017 2020 REFUNDING BONDS	-	-	-	-	439,800
<b>TOTAL</b>		<b>2,847,418</b>	<b>3,209,037</b>	<b>3,194,756</b>	<b>3,221,756</b>	<b>2,721,908</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,847,418</b>	<b>\$ 3,209,037</b>	<b>\$ 3,194,756</b>	<b>\$ 3,221,756</b>	<b>\$ 2,721,908</b>



## **CAPITAL PROJECTS FUNDS**

This fund was established to provide long term financial planning for the routine replacement of major capital equipment in the Public Safety, and Public Works functions. The replacement of vehicles and equipment is funded by transfers from the General Fund based upon the original cost of each piece of equipment and its expected useful life. Funding also stems from a portion (25%) of total Telecom Taxes beginning January 2013.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

235 - CAPITAL EQUIPMENT REPLACEMENT (CERF) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>235011 - EQUIPMENT REPLACEMENT REVENUES</u></b>						
<u>TAXES OTHER</u>						
44810	TELECOMMUNICATION TAX	108,518	83,718	90,000	80,000	80,000
	<b>TOTAL</b>	<b>108,518</b>	<b>83,718</b>	<b>90,000</b>	<b>80,000</b>	<b>80,000</b>
<u>GRANTS &amp; CONTRIBUTIONS</u>						
45000	FEDERAL GRANTS	-	-	-	-	-
45065	GRANT - BULLET PROOF VEST	1,085	3,015	2,500	2,500	2,500
	<b>TOTAL</b>	<b>1,085</b>	<b>3,015</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	7,715	7,808	3,600	3,600	3,600
48110	GAIN/LOSS ON INVESTMENT	(903)	1,550	-	1,000	-
	<b>TOTAL</b>	<b>6,812</b>	<b>9,358</b>	<b>3,600</b>	<b>4,600</b>	<b>3,600</b>
<u>TRANSFERS IN</u>						
49001	TRANSFER FROM GENERAL FUND	400,000	539,000	1,900,000	1,900,000	1,297,000
49004	TRANSFER FROM WATER/SEWER FUND	-	-	-	-	307,161
	<b>TOTAL</b>	<b>400,000</b>	<b>539,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>1,604,161</b>
	<b>DEPARTMENT TOTAL</b>	<b>516,415</b>	<b>635,091</b>	<b>1,996,100</b>	<b>1,987,100</b>	<b>1,690,261</b>
<b><u>235012 - OTHER FINANCING SOURCES</u></b>						
<u>OTHER FINANCING SOURCES</u>						
46896	SALE OF EQUIPMENT/VEHICLES	63,202	49,736	-	40,000	15,000
	<b>TOTAL</b>	<b>63,202</b>	<b>49,736</b>	<b>-</b>	<b>40,000</b>	<b>15,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>63,202</b>	<b>49,736</b>	<b>-</b>	<b>40,000</b>	<b>15,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 579,617</b>	<b>\$ 684,827</b>	<b>\$ 1,996,100</b>	<b>\$ 2,027,100</b>	<b>\$ 1,705,261</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

235 - CAPITAL EQUIPMENT REPLACEMENT (CERF) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>235112 - IT CERF</u></b>						
<u>COMMODITIES/SUPPLIES</u>						
53608	COMPUTER	87,240	-	33,000	15,000	109,000
53611	IT NETWORK SOFTWARE	29,817	31,622	-	35,000	15,000
	<b>TOTAL</b>	<b>117,057</b>	<b>31,622</b>	<b>33,000</b>	<b>50,000</b>	<b>124,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>117,057</b>	<b>31,622</b>	<b>33,000</b>	<b>50,000</b>	<b>124,000</b>
<b><u>235115 - PUBLIC BUILDINGS CERF</u></b>						
<u>CAPITAL IMPROVEMENTS</u>						
56010	BUILDING/IMPROVEMENTS	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>235145 - COMDEV CERF</u></b>						
<u>CAPITAL IMPROVEMENTS</u>						
55745	VEHICLES	-	-	-	-	60,000
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,000</b>
<b><u>235220 - PARKS CERF</u></b>						
<u>EQUIPMENT</u>						
55750	EQUIPMENT	9,025	-	-	-	-
	<b>TOTAL</b>	<b>9,025</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>9,025</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>235370 - PUBLIC WORKS CERF</u></b>						
<u>EQUIPMENT</u>						
55745	VEHICLES	189,432	288,965	554,370	500,000	534,000
55750	PW EQUIPMENT	60,000	41,001	38,000	38,000	234,411
56010	PW BUILDING/IMPROVEMENTS	-	-	-	-	-
	<b>TOTAL</b>	<b>249,432</b>	<b>329,966</b>	<b>592,370</b>	<b>538,000</b>	<b>768,411</b>
	<b>DEPARTMENT TOTAL</b>	<b>249,432</b>	<b>329,966</b>	<b>592,370</b>	<b>538,000</b>	<b>768,411</b>
<b><u>235550 - POLICE CERF</u></b>						
<u>EQUIPMENT</u>						
55745	VEHICLES	37,760	2,171	173,141	354,000	191,916
55750	POLICE EQUIPMENT	12,962	4,773	93,750	6,000	244,671
	<b>TOTAL</b>	<b>50,722</b>	<b>6,944</b>	<b>266,891</b>	<b>360,000</b>	<b>436,587</b>
	<b>DEPARTMENT TOTAL</b>	<b>50,722</b>	<b>6,944</b>	<b>266,891</b>	<b>360,000</b>	<b>436,587</b>
<b><u>235560 - FIRE CERF</u></b>						
<u>EQUIPMENT</u>						
55745	VEHICLES	-	-	1,100,000	1,000,000	-
55750	FIRE EQUIPMENT	19,655	-	80,929	-	176,939
56010	FIRE BUILDING/IMPROVEMENTS	-	-	-	-	-
	<b>TOTAL</b>	<b>19,655</b>	<b>-</b>	<b>1,180,929</b>	<b>1,000,000</b>	<b>176,939</b>
	<b>DEPARTMENT TOTAL</b>	<b>19,655</b>	<b>-</b>	<b>1,180,929</b>	<b>1,000,000</b>	<b>176,939</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 445,890</b>	<b>\$ 368,532</b>	<b>\$ 2,073,190</b>	<b>\$ 1,948,000</b>	<b>\$ 1,565,937</b>

The Capital Improvement Program Fund is for Capital Improvements of the Village. The Capital Improvements Program is a long-term plan designed to improve the condition of deteriorating Village infrastructure (streets, sidewalks, storm sewer, sanitary sewers, water mains and lighting). The program takes into account required surface improvements (roadways and sidewalks), necessary repairs to aging or inadequately sized underground utilities (storm sewer, sanitary sewers, and water mains), and installation of new roadway lighting along reconstructed roadways as needed. The Capital Improvements Program is updated annually as projects in the current year are completed, additional projects are added, and project priorities are modified as necessary due to changes in roadway and infrastructure conditions as well as bonding and budget limitations.

The Capital Improvements Program is funded through a variety of sources, including the following:

1. \$8 million 2010 GO Bonds (\$20 million in GO Bonds were issued, the other \$12 million was deposited in the Capital Projects Fund for the new Public Works Facility).
2. \$8.28 million in 2014 GO Bonds (\$9.56 million in GO Bonds were issued, the other \$1.28 million was deposited in the Water/Sewer Fund for projects).
3. Federal Grants
4. State Grants
5. County Grants
6. Inter-fund Transfers

The bonds issued for the Capital Improvement Program are repaid through a variety of sources, including the following:

1. Local Motor Fuel Taxes (non-MFT)
2. Water/Sewer Enterprise Funds
3. Property Tax revenue
4. Tax Increment Financing Fund Revenue

### **2020 ACCOMPLISHMENTS**

1. Began design for the Wakefield Area Drainage Improvements.
2. Began design for the Kings / Amarillo Drainage Improvements.
3. Began design for the Hillside / Highland / Lincoln Utility and Roadway Improvements.
4. Completed design for the Bolz Road Improvement Project.
5. Completed design of the Polk Avenue Improvement Project.
6. Completed design and construction of the High Capacity Inlet Installation Project.

7. Completed in-house design and construction of the CDBG Eastside Roadway Improvement Program (Fairway lane, Fairway Road and Caddy Lane).
8. Completed design and began construction of the Newport Cove Creek Improvements.
9. Completed construction of the Keith Andres Park Streambank Project.
10. Completed construction of the IL-31 Water Main Abandonment Project.
11. Completed construction of the IL-31 & Huntley-Main Intersection Improvement Project.
12. Completed construction of the Huntley Road Widening Improvement project.
13. Completed floodplain map revision for the Williams / Lake Marian Roads area.

Submitted grants and received funding for the following projects:

14. \$282,254 for construction costs associated with the 2020 Eastside Resurface Program from Kane County Community Development Block Grant Program.
15. \$1,920,000 for engineering and construction costs associated with the 2023-2025 LW Besinger Drive Improvement Project from the Surface Transportation Program through the Kane-Kendall Council of Mayors.

## **2021 OBJECTIVES**

1. Begin preliminary design study of the LW Besinger Road Improvement Project.
2. Begin design of the Lincolnwood Manor Roadway Improvement Project.
3. Complete design and begin Construction of the Wakefield Area Drainage Improvements.
4. Complete design of the Old Town are 1A Neighborhood Improvement Project.
5. Begin construction of the Bolz Road Improvement Project.
6. Begin construction of the Polk Avenue Improvement Project.
7. Complete in-house design and construction of the Helm Road Resurface Project.
8. Complete in-house design and construction of the Lincoln Avenue Resurface Project.
9. Complete in-house design and construction of the Eastside Resurface Project.
10. Complete in-house design and construction of the CDBG Eastside Resurface Program (Harrison Street and Harding Street).
11. Complete sanitary sewer lining at various locations throughout Village.
12. Complete pavement condition rating survey of all Village roadways.
13. Complete Capital Improvement plan update.

14. Continue White Oaks Basin Improvements annual maintenance.
15. Continue Carpenter Creek Improvements annual maintenance.
16. Maintain the current Five Year Capital Improvement Plan.
17. Pursue applicable grant funding opportunities for various capital improvement projects.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

299 - CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>299084 - CAPITAL IMPROVEMENT PROGRAM REVENUES</u></b>						
<b><u>TAXES OTHER</u></b>						
42095	LOCAL MOTOR FUEL TAX	-	-	280,000	-	280,000
	<b>TOTAL</b>	-	-	<b>280,000</b>	-	<b>280,000</b>
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
<b>GRANTS - FEDERAL</b>						
45000	70121 MAPLE AVENUE	9,504	-	-	-	-
45000	70133 RT 31 & HUNTLEY	-	-	-	-	-
45000	70170 TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	-	-
45000	70188 CARPENTER CREEK STORMWATER IMPROVE	-	-	-	-	-
45000	72002 SLEEPY HOLLOW RESURFACING	-	-	-	-	-
45000	73010 ANNUAL CDBG MFT RESURFACING	223,249	253,917	-	-	-
<b>STATE/LOCAL GRANTS</b>						
45005	70133 RT 31 & HUNTLEY	27,587	848,904	-	-	-
	<b>TOTAL</b>	<b>260,341</b>	<b>1,102,821</b>	-	-	-
<b><u>REIMBURSEMENTS</u></b>						
<b>PROJECT REIMBURSEMENT</b>						
47500	72003 RIVERS VIEW CULVERT REPLACEMENT	-	-	-	-	-
47500	73010 ANNUAL CDBG MFT RESURFACING	-	-	-	-	-
47850	80505 51 S. GROVE	-	-	-	-	-
	<b>TOTAL</b>	-	-	-	-	-
<b><u>INVESTMENT INCOME</u></b>						
<b>INTEREST INCOME</b>						
48006	INTEREST INCOME	56,675	69,395	60,000	20,000	20,000
48006	92012 2014 CIP BONDS	85,862	137,088	85,000	85,000	85,000
<b>REALIZED GAIN/LOSS ON INVEST</b>						
48015	REALIZED GAIN/LOSS ON INVEST	8,152	-	-	-	-
48015	92012 2014 CIP BONDS	-	-	-	-	-
<b>GAIN/LOSS ON INVEST</b>						
48110	GAIN/LOSS ON INVESTMENT	(2,472)	627	-	-	-
48110	92012 2014 CIP BONDS	(14,853)	9,075	-	1,743	-
<b>UNREALIZED GAIN/LOSS ON INVEST</b>						
48016	UNREALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48016	92012 2014 CIP BONDS	-	-	-	-	-
	<b>TOTAL</b>	<b>133,363</b>	<b>216,184</b>	<b>145,000</b>	<b>106,743</b>	<b>105,000</b>
<b><u>TRANSFERS IN/OTHER</u></b>						
49003	TRANSFER FROM ESCROW FUND	-	-	-	-	-
49100	TRANSFER WATER & SEWER FUND	1,050,888	1,300,888	-	-	-
49999	MISCELLANEOUS INCOME	-	-	-	-	-
	<b>TOTAL</b>	<b>1,050,888</b>	<b>1,300,888</b>	-	-	-
	<b>DEPARTMENT TOTAL</b>	<b>1,444,592</b>	<b>2,619,894</b>	<b>425,000</b>	<b>106,743</b>	<b>385,000</b>
<b><u>299 - CAPITAL IMPROVEMENT PROGRAM REVENUES</u></b>						
<b><u>TRANSFERS IN/OTHER</u></b>						
49001	TRANSFER FROM GENERAL FUND	-	314,550	5,500,000	5,500,000	3,899,129
	<b>TOTAL</b>	-	<b>314,550</b>	<b>5,500,000</b>	<b>5,500,000</b>	<b>3,899,129</b>
	<b>DEPARTMENT TOTAL</b>	-	<b>314,550</b>	<b>5,500,000</b>	<b>5,500,000</b>	<b>3,899,129</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,444,592</b>	<b>\$ 2,934,444</b>	<b>\$ 5,925,000</b>	<b>\$ 5,606,743</b>	<b>\$ 4,284,129</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

299 - CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>299329 - CAPITAL IMPROVEMENT PROGRAM</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
<b>PROFESSIONAL SERVICE</b>						
52190	60009 VILLAGE HALLIMPROVEMENTS	4,896	-	-	-	-
	<b>TOTAL</b>	<b>4,896</b>	-	-	-	-
<b><u>EQUIPMENT</u></b>						
<b>EQUIPMENT</b>						
55750	60009 VILLAGE HALLIMPROVEMENTS	65,029	-	-	-	-
<b>IMPROVEMENTS</b>						
55799	60009 VILLAGE HALLIMPROVEMENTS	15,906	-	-	-	-
	<b>TOTAL</b>	<b>80,934</b>	-	-	-	-
<b><u>CAPITAL IMPROVEMENTS</u></b>						
<b>PHASE II ENGINEERING</b>						
56302	60009 VILLAGE HALLIMPROVEMENTS	117,895	-	-	-	-
<b>PHASE III CONSTRUCTION</b>						
56403	60009 VILLAGE HALLIMPROVEMENTS	-	-	-	-	-
	<b>TOTAL</b>	<b>117,895</b>	-	-	-	-
	<b>DEPARTMENT TOTAL</b>	<b>203,725</b>	-	-	-	-
<b><u>299370 - STREET CAPITAL IMPROVEMENTS</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
<b>BANK CHARGES</b>						
52105	92012 2014 CIP BONDS	60	60	-	75	-
<b>PROFESSIONAL SERVICE</b>						
52190	70133 RT 31 & HUNTLEY	1,202	-	100,000	15,877	84,123
52190	70190 MAIN STREET AND WASHINGTON INT	-	-	-	-	-
52190	72003 RIVERS VIEW CULVERT REPLACEMENT	-	-	-	-	-
52190	72010 OLD TOWN CAPITAL	744	2,891	-	-	-
52190	72013 HOPI LANE STORM SEWER	-	12	16,000	-	-
52190	72033 LAKE MARIAN ROAD FLOOD MAP REVISION	-	29,500	60,000	29,611	30,389
52190	73100 PAVEMENT CONDITION RATING - 5YR UPDA	-	23,500	-	-	-
	<b>TOTAL</b>	<b>2,006</b>	<b>55,964</b>	<b>176,000</b>	<b>45,563</b>	<b>114,512</b>
<b><u>CAPITAL IMPROVEMENTS</u></b>						
<b>PHASE I ENGINEERING</b>						
56301	72020 WAKEFIELD DRAINAGE STUDY	69,849	30,220	50,000	-	50,000
56301	72021 KINGS/AMARILLO/ALAMEDA DRAINAGE	41,323	19,651	-	-	-
56301	72032 HILLSIDE STREET/HIGHLAND AVENUE IMPR	-	-	220,000	-	220,000
56301	72047 LW BESINGER DRIVE	-	-	-	-	50,000
<b>PHASE II ENGINEERING</b>						
56302	70133 RT 31 & HUNTLEY	51,289	300	315,000	-	315,000
56302	70177 WHITE OAKS IMPROVEMENTS	-	-	11,380	1,652	-
56302	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	58,147	-	-	-	-
56302	72007 SPRING STREET CULVERT	-	-	-	-	-
56302	72012 WILLIAMS STORM SEWER	-	-	-	-	-
56302	72013 HOPI LANE STORM SEWER	29,971	6,045	-	-	-
56302	72015 BALL AVE IMPROVEMENTS	-	-	-	-	-
56302	72018 BOLZ ROAD	3,664	158,771	50,000	44,157	5,843
56302	72019 KEITH ANDRES STORMWATER	12,207	59,567	22,839	-	-
56302	72022 NEWPORT COVE PATH CONNECTION	12,567	-	-	-	-
56302	72020 WAKEFIELD DRAINAGE STUDY	-	28,378	155,000	57,544	97,456
56302	72021 KINGS/AMARILLO/ALAMEDA DRAINAGE	-	70,851	124,000	20,680	103,320
56302	72038 EAST SIDE HIGH CAPACITY INLET	-	-	42,000	38,400	3,600
56302	72039 NEWPORT COVE CREEK IMPROVEMENT	-	-	15,500	2,322	13,178
56302	72046 OLD TOWN 1A & SO LINCOLN LEAD	-	-	-	-	26,000
56302	72051 CIP UPDATE	-	-	-	-	45,000
56302	95002 OLD TOWN TIF EXPENSES	-	42,860	325,000	233,799	91,201

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

299 - CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>PHASE III ENGINEERING</b>						
56303	70121 MAPLE AVENUE	-	-	-	-	-
56303	70124 GOLFVIEW/HAZARD/MONROE	-	-	-	-	-
56303	70133 RT 31 & HUNTLEY	306,212	628,150	636,000	102,951	533,050
56303	70170 TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	-	-
56303	72002 SLEEPY HOLLOW RESURFACING	-	-	-	-	-
56303	72003 RIVERS VIEW CULVERT REPLACEMENT	-	-	-	-	-
56303	72013 HOPI LANE STORM SEWER	3,505	93,793	65,000	16,417	-
56303	72018 BOLZ ROAD	-	-	150,000	-	210,000
56303	72019 KEITH ANDRES STORMWATER	-	-	77,000	47,131	5,000
56303	72020 WAKEFIELD DRAINAGE STUDY	-	-	-	-	140,000
56303	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	90,000	-	94,500
56303	72039 NEWPORT COVE CREEK IMPROVEMENT	-	-	12,000	-	12,000
56303	72050 LINCOLNWOOD MANOR ROAD IMP	-	-	-	-	225,000
<b>PHASE III CONSTRUCTION</b>						
56403	PHASE III CONSTRUCTION	183	111	-	-	-
56403	70121 MAPLE AVENUE	109,746	(2,283)	-	-	-
56403	70133 RT 31 & HUNTLEY	95,784	931,144	752,557	10,378	742,179
56403	70170 TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	-	-
56403	70177 WHITE OAKS IMPROVEMENTS	3,000	12,885	-	-	-
56403	70182 MILLER ROAD RESURFACING	-	-	-	-	-
56403	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	95,349	1,079,304	1,694,697	34,391	1,660,307
56403	70188 CARPENTER CREEK STORMWATER IMPROVE	5,628	-	25,000	2,925	22,075
56403	72002 SLEEPY HOLLOW RESURFACING	-	-	-	-	-
56403	72003 RIVERS VIEW CULVERT REPLACEMENT	-	-	-	-	-
56403	72008 HUNTLEY/LONGMEADOW PATH CONNECTI	-	-	-	-	-
56403	72009 KEELE FARMS RESURFACING	-	-	-	-	-
56403	72012 WILLIAMS STORM SEWER	523	-	-	-	-
56403	72013 HOPI LANE STORM SEWER	-	1,758,190	610,000	47,186	-
56403	72015 BALL AVE IMPROVEMENTS	-	-	-	-	-
56403	72016 OLD TOWN DRIVE APRONS	-	-	-	-	-
56403	72017 KEITH ANDRES PARK IMPROVEMENTS	195	-	-	-	-
56403	72018 BOLZ ROAD	-	-	400,000	-	545,000
56403	72019 KEITH ANDRES STORMWATER	-	-	1,090,000	892,571	197,430
56403	72020 WAKEFIELD DRAINAGE STUDY	-	-	-	-	1,275,000
56403	72022 NEWPORT COVE PATH CONNECTION	-	51,108	28,000	12,162	-
56403	72023 MILLER ROAD TRAFFIC IMPROVEMENTS	13,000	-	25,000	-	25,000
56403	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	395,000	-	414,750
56403	72035 EAST SIDE RESURFACING	-	-	1,300,000	5,749	1,300,000
56403	72036 LAKE MARIAN ROAD RESURFACING	-	-	455,000	-	455,000
56403	72037 HELM ROAD RESURFACING	-	-	525,000	-	550,000
56403	72038 EAST SIDE HIGH CAPACITY INLET	-	-	225,000	100,000	125,000
56403	72039 NEWPORT COVE CREEK IMPROVEMENT	-	-	75,000	-	75,000
56403	72024 WILLIAMS ROAD RESURFACING	240,712	-	-	-	-
56403	72025 SOUTH WASHINGTON RESURFACING	110	170,000	-	-	-
56403	72032 HILLSIDE STREET/HIGHLAND AVENUE IMPR	-	203,473	-	-	-
56403	72044 BOLZ ROAD FLASHING FED BEACONES	-	-	-	-	40,000
56403	72049 LINCOLN AVE N & S RESURFACE	-	-	-	-	360,000
56403	73000 ANNUAL MFT RESURFACING	581,465	20,067	-	-	-
56403	73010 ANNUAL CDBG MFT RESURFACING	108,813	515,436	565,000	470,617	507,000
56403	73020 ANNUAL RESURFACING - WEST	-	-	-	-	-
<b>ROW ACQUISITION</b>						
56502	70133 RT 31 & HUNTLEY	57,206	10,607	5,000	2,587	-
56502	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	-	10,000	263	-
56502	72020 WAKEFIELD DRAINAGE STUDY	-	-	125,000	-	40,000
56502	72021 KINGS/AMARILLO/ALAMEDA DRAINAGE	-	-	50,000	-	100,000
<b>TOTAL</b>		<b>1,900,448</b>	<b>5,888,629</b>	<b>10,715,973</b>	<b>2,143,882</b>	<b>10,673,889</b>
<b>DEPARTMENT TOTAL</b>		<b>1,902,454</b>	<b>5,944,592</b>	<b>10,891,973</b>	<b>2,189,445</b>	<b>10,788,401</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,106,179</b>	<b>\$ 5,944,592</b>	<b>\$ 10,891,973</b>	<b>\$ 2,189,445</b>	<b>\$ 10,788,401</b>

Over the past few years there has been a frequent turnover of elected officials and key department heads in the Village of Carpentersville which have impeded the development of long term financial policies and development of a formal Five Year Capital Improvement Program. In the recent past funding for meeting the capital needs of the Village has come from transfers from the General Fund to the Capital Projects Fund and the Capital Equipment Replacement Fund. The annual operating transfers that have funded the capital needs of the Village have come from annual surpluses in the general fund operating budget and a buildup of fund balance in the general fund which has at times been close to or exceeded 50% of operating expenses. Funding for capital expenses in the Water and Sewer Fund have come from a combination of funding from current water and sewer rates and cash reserves that had built up in the fund over time.

Currently there is a solid team of Village Officials and Management personnel that are looking to move forward with the formalization of a five year Capital Improvements Program which would include the Capital Equipment Replacement Fund. In addition the Village approved a Water and Sewer Study that was originally envisioned to be completed in 2020 had it not been for the arrival of the pandemic. The Village is now looking to complete the water and sewer rate study in 2021 which hopefully will allow for a multi-year rate structure which will take into account the capital needs of the water and sewer utility and provide funding for the planned capital and operating needs of the system.

It is our intent to move forward with these initiatives in 2021 to define not only the capital needs of the Village for the next five years but also define the current funding available to address those needs and identify shortfalls where they exist.



## **PERMANENT FUND**

The Village of Carpentersville received an endowment for the care and maintenance of Carpenter Park. When the endowment was established, the corpus of the investment was to remain intact. The custodian of the endowment was granted permission to release some of the earnings to the Village on an annual basis for the care and maintenance of the park. The earnings are paid via check once or twice per year. The earnings are generally transferred to the General Fund to support the maintenance of the park.

Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs—that is, for the benefit of the government or its citizenry.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

970 - PARK TRUST FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>970001 - PARK TRUST REVENUES</u></b>						
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	6,931	4,429	3,500	3,500	3,500
48015	REALIZED GAIN/LOSS ON INVEST	4,322	-	-	-	-
48016	UNREALIZED GAIN/LOSS ON INVEST	(36,342)	41,151	15,000	15,000	15,000
48026	PARK TRUST INCOME	-	14,115	13,500	14,115	13,500
	<b>TOTAL</b>	<b>(25,090)</b>	<b>59,695</b>	<b>32,000</b>	<b>32,615</b>	<b>32,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ (25,090)</b>	<b>\$ 59,695</b>	<b>\$ 32,000</b>	<b>\$ 32,615</b>	<b>\$ 32,000</b>
<b><u>970220 - PARK TRUST EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52105	BANK CHARGES	2,592	2,985	2,500	2,500	2,500
57050	OTHER EXPENSES	611	430	500	500	500
	<b>TOTAL</b>	<b>3,203</b>	<b>3,415</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<u>TRANSFERS OUT</u>						
59001	TRANSFER TO GENERAL FUND	13,888	14,115	14,000	3,888	14,000
59805	TRANSFER TO TIF#5	-	-	-	-	-
	<b>TOTAL</b>	<b>13,888</b>	<b>14,115</b>	<b>14,000</b>	<b>3,888</b>	<b>14,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 17,091</b>	<b>\$ 17,530</b>	<b>\$ 17,000</b>	<b>\$ 6,888</b>	<b>\$ 17,000</b>



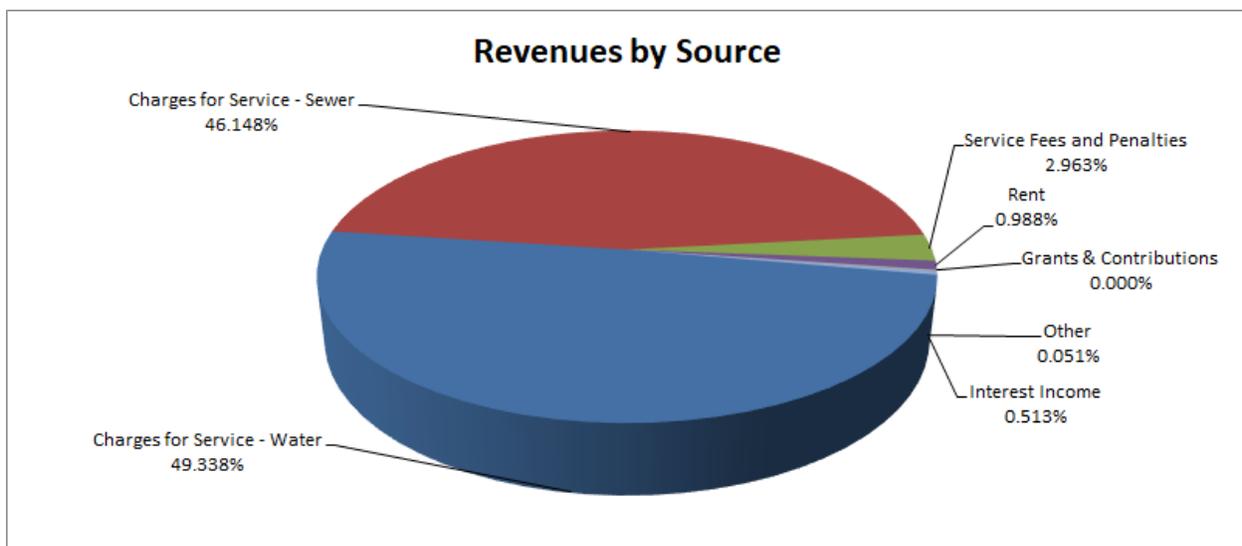
**ENTERPRISE FUND**

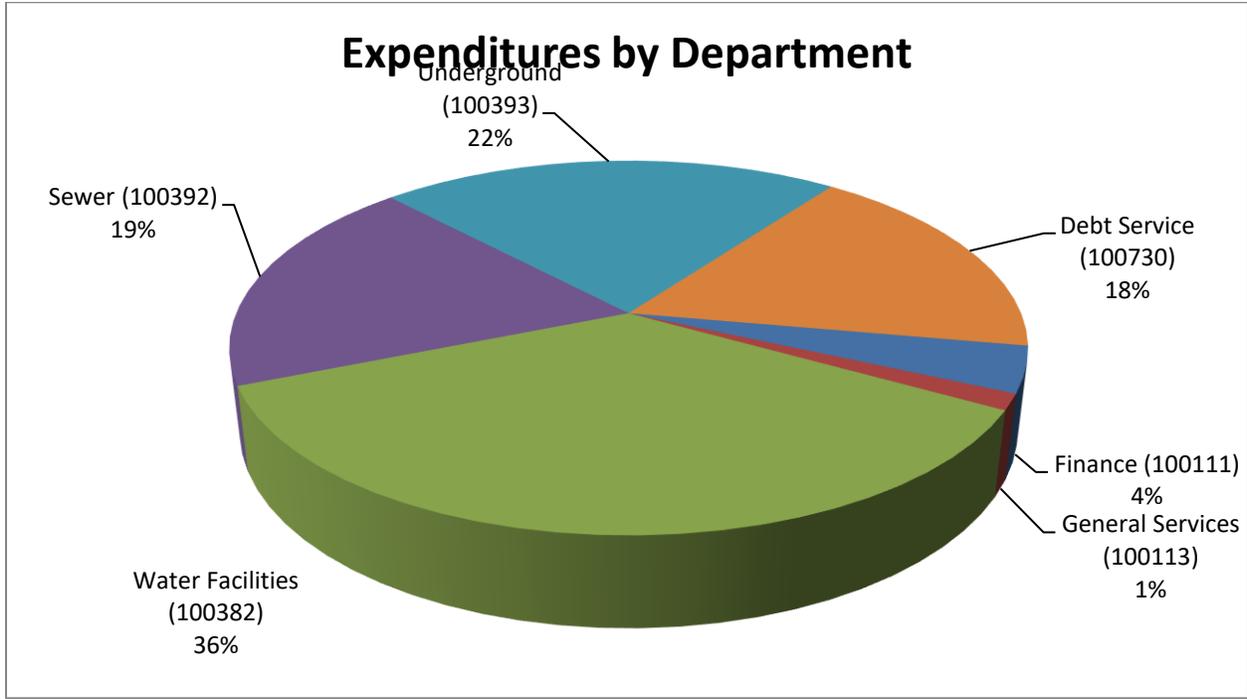
**ENTERPRISE FUND WATER AND SEWER FUND**

The Waterworks and Sewerage fund is used to account for revenues and expenses relative to the operation and maintenance of water and sewer utilities.

The main operating departments of the Waterworks and Sewerage Fund consist of water facilities, sewer, and water/sewer underground.

VILLAGE OF CARPENTERSVILLE Water & Sewer Fund Summary					
	Actual 12/31/2018	Actual 12/31/2019	Board Approved 12/31/20	Projected 12/31/20	Board Approved 12/31/2021
<b>Revenues</b>					
Charges for Service - Water	4,288,256	4,295,707	4,297,000	4,290,000	4,330,000
Charges for Service - Sewer	4,046,395	4,044,832	4,000,000	4,015,000	4,050,000
Service Fees and Penalties	273,345	296,361	260,000	260,000	260,000
Rent	87,445	83,363	87,968	85,468	86,703
Grants & Contributions	-	-	-	-	-
Other	1,124,717	9,826	4,500	3,575	4,500
Interest Income	112,249	136,822	70,000	46,900	45,000
<b>Total Water &amp; Sewer Fund Revenues</b>	<b>\$ 9,932,408</b>	<b>\$ 8,866,911</b>	<b>\$ 8,719,468</b>	<b>\$ 8,700,943</b>	<b>\$ 8,776,203</b>
<b>Expenditures</b>					
Finance (100111)	434,452	424,446	458,729	429,066	437,760
General Services (100113)	165,598	122,286	153,260	163,450	153,260
Water Facilities (100382)	2,022,103	1,226,002	3,271,249	1,702,357	3,953,512
Sewer (100392)	1,688,442	1,686,584	2,150,356	2,137,771	2,102,890
Underground (100393)	1,425,966	1,916,640	2,973,908	2,106,600	2,455,309
Debt Service (100730)	303,194	258,326	1,911,383	1,951,010	1,951,383
Transfers/Other	1,050,888	1,300,888	-	-	307,161
<b>Total Water &amp; Sewer Fund Expenditures</b>	<b>\$ 7,090,643</b>	<b>\$ 6,935,173</b>	<b>\$ 10,918,885</b>	<b>\$ 8,490,254</b>	<b>\$ 11,361,275</b>
Surplus (Deficit)	\$ 2,841,766	\$ 1,931,739	\$ (2,199,417)	\$ 210,689	\$ (2,585,072)





**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>100031 - WATER &amp; SEWER FUND</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44841	LAND LEASE/FOX VALLEY	9,202	8,508	9,203	9,203	9,203
44845	T-MOBIL LAND LEASE	46,497	42,232	45,000	42,500	42,500
44848	LAND LEASE - VERIZON	31,673	32,623	33,765	33,765	35,000
	<b>TOTAL</b>	<b>87,372</b>	<b>83,363</b>	<b>87,968</b>	<b>85,468</b>	<b>86,703</b>
<b><u>CHARGES FOR SERVICES</u></b>						
<b>DEVELOPER AGREEMENT FEE</b>						
46999	DEVELOPER AGREEMENT FEE	-	-	-	-	-
46999	72028 WESTERN UTILITY EXTENSION	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>INVESTMENT INCOME</u></b>						
<b>INTEREST INCOME</b>						
48006	INTEREST INCOME	117,516	113,790	70,000	45,000	45,000
48006	92012 2014 CIP BONDS	-	-	-	-	-
<b>REALIZED GAIN/LOSS ON INVEST</b>						
48015	REALIZED GAIN/LOSS ON INVEST	10,876	-	-	-	-
48015	92012 2014 CIP BONDS	-	-	-	-	-
<b>UNREALIZED GAIN/LOSS ON INVEST</b>						
48016	UNREALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48016	92012 2014 CIP BONDS	-	-	-	-	-
48110	GAIN/LOSS ON INVESTMENT	(16,143)	23,032	-	1,900	-
	<b>TOTAL</b>	<b>112,249</b>	<b>136,822</b>	<b>70,000</b>	<b>46,900</b>	<b>45,000</b>
<b><u>OTHER</u></b>						
49999	MISCELLANEOUS INCOME	73	310	-	75	-
49236	TRANSFER FROM GOVERNMENTAL	1,115,986	-	-	-	-
46896	SALE OF EQUIPMENT/VEHICLES	8,731	-	-	-	-
	<b>TOTAL</b>	<b>1,124,790</b>	<b>310</b>	<b>-</b>	<b>75</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,324,412</b>	<b>220,495</b>	<b>157,968</b>	<b>132,443</b>	<b>131,703</b>
<b><u>100032 - WATER &amp; SEWER - CHARGES FOR SERVICES</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44000	WATER USER CHARGES	3,901,640	3,907,080	3,930,000	3,930,000	3,960,000
44020	WATER USAGE - HYDRANT	17,147	29,756	17,000	10,000	10,000
44050	WATER AVAILABILITY CHARGES	360,679	357,704	350,000	350,000	360,000
44080	WATER CONNECTION FEES	7,488	-	-	-	-
44100	SEWER USER CHARGES	3,686,844	3,672,387	3,650,000	3,650,000	3,700,000
44150	SEWER AVAILABILITY CHARGES	359,552	360,570	350,000	350,000	350,000
44180	SEWER CONNECTION FEES	-	13,042	-	15,000	-
44770	SERVICE FEE	116,181	148,081	110,000	110,000	110,000
44771	WATER/SEWER PENALTY	154,670	152,975	150,000	150,000	150,000
44775	METER SALES	1,302	2,547	2,000	2,000	2,000
44776	NSF FEES	2,493	2,107	2,500	1,500	2,500
	<b>TOTAL</b>	<b>8,607,997</b>	<b>8,646,249</b>	<b>8,561,500</b>	<b>8,568,500</b>	<b>8,644,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47100	REIMB - WATER	-	167	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>167</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>8,607,997</b>	<b>8,646,416</b>	<b>8,561,500</b>	<b>8,568,500</b>	<b>8,644,500</b>
	<b>TOTAL REVENUES</b>	<b>9,932,408</b>	<b>8,866,911</b>	<b>8,719,468</b>	<b>8,700,943</b>	<b>8,776,203</b>

**MISSION STATEMENT (Finance):** The Finance Department The Finance Department provides quality financial and accounting services to all the stakeholders including the Board of Trustees, Village Employees, local Residents and Businesses, in a most effective and transparent manner, while safeguarding the Village Resources.

**MISSION STATEMENT (HR):** The Human Resources Department provides general personnel management oversight over all Village departments. Serving under the oversight of the Finance department, Human Resources oversees and manages all general liability, Risk Management, employee wellness, and benefit administration. The Department receives and investigates any and all complaints that may impact the workplace and serves as subject matter experts for all issues or programs directed by state and federal law, or promulgated by respective administrative agencies. The department manages all personnel files as well as oversees the recruitment, training, termination, and retirement of Village staff as a whole. Finally, the department serves as the focal point for all labor-relations.

**2020 ACCOMPLISHMENTS**

**Finance**

1. Received GFOA Certificate of Achievement for Excellence in Financial Reporting.
2. Actively invested in CD's, US Securities/Agencies and Municipal Securities as a part of a diversified investment plan to generate addition investment income.
3. Implemented more network friendly usage and eliminating the need for paper documents.

**HR**

1. Negotiated successor collective bargaining agreements with unions whose contracts expired on December 31, 2019 (IAFF 4790, SEIU 73, MAP 378).
2. Co-managed Coronavirus response in the workplace related to policies, pay administration, and return to work and health screening protocol.
3. Revised Nondiscrimination and Anti-Harassment policy; coordinated mandatory annual sexual harassment training.
4. Expanded acceptable "socially distant" wellness programming in order to qualify for the highest level of rebates through insurance cooperative.
5. Coordinated training for and launched Rebound, a program supported through worker's compensation for expedited injury care.
6. Opened a corporate apparel online store with appropriate Village-branded clothing.
7. Prepared for document disposal under current guidelines, organized all of HR files, and prepared future disposal categories for HR material.
8. Ongoing file digitization for electronic document management software.

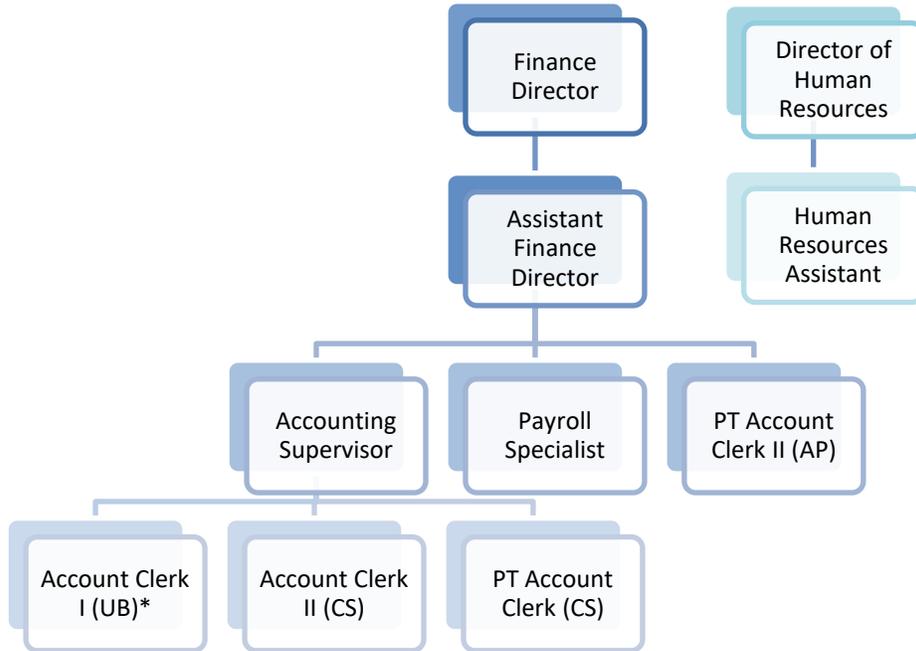
**2021 OBJECTIVES****Finance**

1. Continue to diversify investments to generate additional revenues without compromising safety and liquidity.
2. Make effective use of State of Illinois Local Debt recovery program to collect outstanding utility bills, parking tickets, and various other debts to the Village.
3. Implement GFOA and Other's recommended changes to the Budget.
4. Continue to use network more effectively for storage of documents to eliminate the use of paper.

**HR**

1. Work with consulting firm to perform a compensation and classification analysis.
2. Research, develop, and launch a staff intranet.
3. Complete a comprehensive revision and publishing of the Personnel Manual.
4. Review and update all current non-union job descriptions.
5. Coordinate Village-wide training on customer service, supervisory skills for new managers, and any other training focused on individual department needs.
6. Implement timekeeping system for payroll; define roles and payroll involvement for HR personnel.
7. Revise vacation policy to accrue on a monthly or per pay period basis.
8. Streamline FMLA input and tracking with FMLA Manager Software.

ORGANIZATIONAL CHART



KEY PERFORMANCE MEASURES/ SERVICE INDICATORS	Actual FY 2018	Actual FY 2019	Actual FY 2020
<b>Billing Activity</b>			
<b>Total # of Utility Bills Issued</b>	70,859	71,000	70,478
<b>Total # of Late Notices</b>	11,133	11,452	8,291
<b>Total # of Disconnections</b>	946	1,318	310
<b>Utility Bills Paid (Number of transactions/percent of transactions)</b>			
<b>Finance Counter</b>	33,551 45.5%	25,775 37.2%	19,682
<b>Mail/Drop Box</b>	19,440 26.4%	17,974 25.9%	21,730
<b>Online</b>	16,934 23.0%	21,388 30.9%	31,393
<b>Auto payment</b>	3,834 5.1%	4,143 6.0%	4,261
<b>Total Transactions</b>	73,759	69,280	77,066

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>100111 - FINANCE</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	200,200	158,929	145,055	133,263	133,263
50020	OVERTIME SALARIES	-	2,309	3,375	1,500	3,375
50013	COMP ABS EXPENSE	(9,660)	(1,798)	-	-	-
50040	LONGEVITY	412	457	510	510	574
50050	ATTENDANCE INCENTIVE	-	625	1,175	1,175	1,175
50075	PART TIME/SEASONAL	1,194	1,544	22,971	15,000	18,492
50090	PENSION PAYMENTS	(5,069)	(11,288)	-	-	-
	<b>TOTAL</b>	<b>187,076</b>	<b>150,778</b>	<b>173,086</b>	<b>151,448</b>	<b>156,879</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	66,703	35,316	37,396	37,396	27,960
51140	IMRF	21,986	14,597	16,046	16,046	16,025
51160	FICA	11,988	9,439	10,576	9,747	9,747
51165	MEDICARE	2,804	2,208	2,474	2,279	2,279
51170	OTHER POST EMPLOYMENT BENEFITS	-	(377)	-	-	-
	<b>TOTAL</b>	<b>103,480</b>	<b>61,182</b>	<b>66,492</b>	<b>65,468</b>	<b>56,011</b>
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	93,580	159,700	156,000	156,000	159,780
52013	DUES & SUBSCRIPTIONS	487	405	300	500	300
<u>BANK CHARGES</u>						
52105	BANK CHARGES	1,663	1,651	1,700	1,700	1,700
52105	92012 2014 CIP BONDS	-	-	-	-	-
52150	PHYSICAL EXAMS	60	309	100	200	100
52153	PRINTING	567	370	750	750	750
52157	POSTAGE MAILING	26,912	24,943	30,000	28,000	30,000
52163	TRAINING/MEETINGS	(163)	766	6,251	1,500	1,940
52190	PROFESSIONAL SERVICE	15,699	20,925	20,550	20,000	26,800
52325	MAINTENANCE-OFFICE EQUIPMENT	1,538	1,241	1,000	1,000	1,000
52410	COMMUNICATIONS	107	-	-	-	-
	<b>TOTAL</b>	<b>140,451</b>	<b>210,311</b>	<b>216,651</b>	<b>209,650</b>	<b>222,370</b>
<u>COMMODITIES/SUPPLIES</u>						
53606	MINOR TOOLS - EQUIPMENT	687	-	-	-	-
53620	SUPPLIES - OFFICE	2,757	2,175	2,500	2,500	2,500
53901	MILESTONE AWARDS	-	-	-	-	-
	<b>TOTAL</b>	<b>3,445</b>	<b>2,175</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>434,452</b>	<b>424,446</b>	<b>458,729</b>	<b>429,066</b>	<b>437,760</b>

**MISSION STATEMENT:** General Services is a separate cost center that oversees the large contractual expenses of the Village, including but not limited to: Legal Services and Risk Management/Liability Insurance. This cost center is a division of the Finance Department and was created for improved transparency and improved reporting at the department level. By creating this cost center, true operating costs are now reported in the Finance department. This department mainly supports the Finance and Administration departments.

## GOALS

1. Continue to identify non-operational costs in other departments and evaluate if they would be better suited in the General Services cost center.

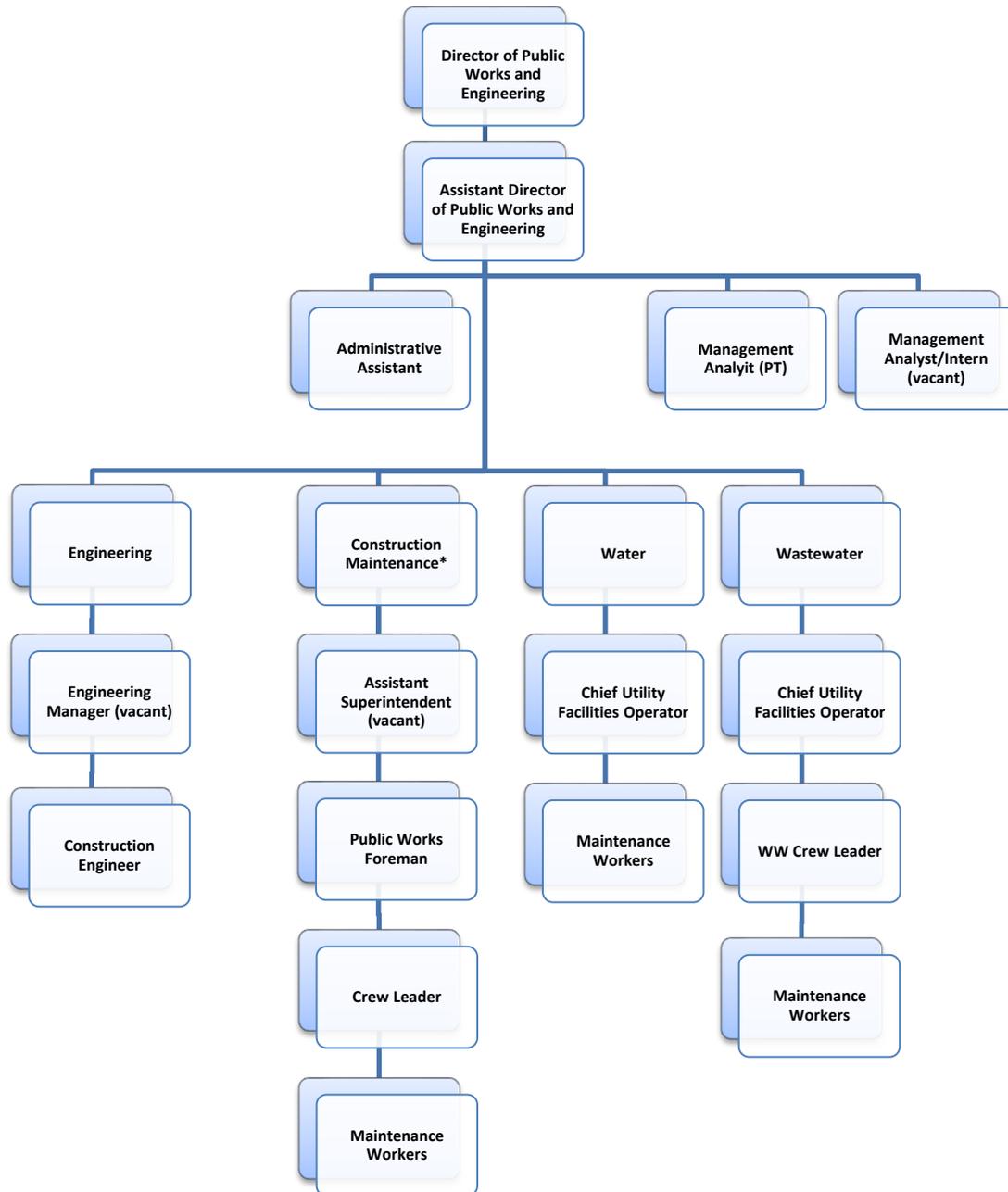
**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>100113 - GENERAL SERVICES</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52035	LEGAL RETAINER	32,731	5,586	31,000	31,000	31,000
52157	POSTAGE/MAILING	5,667	5,500	5,500	5,250	5,500
52220	LIABILITY INSURANCE REIMBURSEM	127,200	111,200	116,760	127,200	116,760
	<b>TOTAL</b>	<b>165,598</b>	<b>122,286</b>	<b>153,260</b>	<b>163,450</b>	<b>153,260</b>
 <b><u>TRANSFERS OUT</u></b>						
59299	TRANSFER OUT TO FUND 299	1,050,888	1,300,888	-	-	-
59130	TRANSFER OUT TO VEH REPLACEMENT	-	-	-	-	307,161
	<b>TOTAL</b>	<b>1,050,888</b>	<b>1,300,888</b>	<b>-</b>	<b>-</b>	<b>307,161</b>
	 <b>DEPARTMENT TOTAL</b>	 <b>1,216,486</b>	 <b>1,423,174</b>	 <b>153,260</b>	 <b>163,450</b>	 <b>460,421</b>

**ORGANIZATIONAL CHART**  
**Public Works – Water & Sewer Fund**

*See supplemental section for entire Public Works Organizational Chart*



\*Construction Maintenance houses the following divisions:  
 Streets (General Fund)  
 Vehicle Maintenance (General Fund)  
 Underground Utilities (Enterprise Fund)

**MISSION STATEMENT:** The Water Facility is dedicated to providing its customers with safe, high quality, and reliable water supply that meets or exceeds all federal and state drinking water standards. Currently pumping approximately 875 million gallons annually, our goal is to treat and distribute our product efficiently while maintaining and upgrading the system to meet future demands. We are also committed to providing professional and courteous customer service to our residents.

Responsibilities include but are not limited to:

1. Treatment and distribution of the Village's water supply.
2. Sample collection and analysis.
3. Maintenance and repair of twelve facilities which includes:
  - a. Water Treatment Facility
  - b. 4 Wells
  - c. 2 Booster Stations
  - d. 5 Water Tanks (towers)
4. Pump and equipment maintenance and repair.
5. Maintain the integrity of water meters.
6. Backflow / Cross Connection Control Program.

### **2020 ACCOMPLISHMENTS**

1. Successfully bid and awarded contracts for :
  - a. Well #6 inspection and repair
  - b. Purchase of water softening salt
2. Maintained water quality that met or exceeded state and federal standards.
3. Received our 35<sup>th</sup> consecutive commendation from the Illinois Environmental Protection Agency and Department of Public Health for monitoring and maintaining the proper fluoride levels in the drinking water. Currently only six communities in the state have a longer consecutive streak than Carpentersville.

**2021 OBJECTIVES**

1. Maintain water quality that meets or exceeds state and federal standards.
2. Continue to provide professional and courteous services to our residents.
3. Bid and award contracts for:
  - a. Purchase of water softening salt.
  - b. Waste Pumps inspection and repair.
4. Upgrade Meter Read software to Beacon.
5. Replace 2 Low Service Motors and Install Variable Frequency Drives.
6. Receive our 36th consecutive commendation for monitoring and maintaining the proper fluoride levels in the drinking water.
7. Maintenance and repair of all buildings, treatment and distribution equipment.
8. Continue to provide training and support for our employees as well as local operators.

**ORGANIZATIONAL CHART**

*See supplemental section for entire Public Works – Water & Sewer Fund Organizational Chart*



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	Actual 2018	Actual 2019	Actual 2020
Residential Customers	Homes	10,498	10,498	10,498
Commercial/Industry/Multi Family	Business	407	409	408
Meters Read Annually		65,430	65,442	65,442
Meter Reading	Hours	5	35	20
New Meter	Installed	25	68	44
High/Low Consumption Audit	Hours	153	149	152
Meter Installation / Repair	Hours	147	150	149
Meter Testing	Hours	123	6	6
Total Water Pumped	Million Gallons	908	885	898
Fluoride Compliance Awards	Hours	33	34	35
Sample Collection / Delivery - Hours	Annually	393	349	367
Lab Analysis	Hours	388	382	387
New Construction Pressure Test / Chlorination / Sampling	Hours	59	201	153
Low Pressure / Water Quality Complaints	Hours	184	144	149
B-box Locates / Repairs	Hours	530	467	532
Turn offs/ons for Non-payment	Hours	380	606	529
Pressure Reducing Valve and Reservoir Maintenance	Hours	303	219	249
Booster Station				
Maintenance/Valve Exercising	Hours	268	359	309
Treatment Equipment Maintenance	Hours	474	633	552
Vehicle Maintenance/Inspections	Hours	38	96	64
Daily Facility Checks	Hours	460	458	463
Lawn Maintenance/Snow Removal	Hours	170	165	168
Building				
Maintenance/Cleaning/Painting	Hours	364	247	303
Reports/Phone/Parts/Deliveries	Hours	225	231	229
Training/Seminars/Safety				
Inspections	Hours	110	213	174
Customer Service	Hours	1,039	1,188	1,109
Administration	Hours	1,000	1,050	1,033

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>100382 - WATER FACILITIES</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	539,903	547,888	630,188	630,188	648,374
50020	OVERTIME SALARIES	21,476	20,825	26,400	24,000	26,400
50013	COMP ABS EXPENSE	4,355	24,536	-	-	-
50040	LONGEVITY	3,479	3,537	3,803	3,804	3,229
50050	ATTENDANCE INCENTIVE	2,403	3,272	6,060	6,060	5,018
50075	PART TIME/SEASONAL	-	-	-	-	-
50090	PENSION PAYMENTS	(11,195)	(31,669)	-	-	-
	<b>TOTAL</b>	<b>560,420</b>	<b>568,390</b>	<b>666,451</b>	<b>664,052</b>	<b>683,021</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	136,945	125,559	130,420	130,420	129,136
51140	IMRF	61,227	52,003	72,443	72,443	74,176
51160	FICA	33,266	33,958	42,153	42,153	42,347
51165	MEDICARE	7,850	7,942	9,954	9,954	9,904
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	20,000	-	-
	<b>TOTAL</b>	<b>239,288</b>	<b>219,462</b>	<b>274,970</b>	<b>254,970</b>	<b>255,563</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	386	1,019	1,100	1,049	1,100
52150	PHYSICAL EXAMS	-	26	200	200	200
52161	SAFETY DEVELOPMENT	-	-	-	-	30,000
52163	TRAINING/MEETINGS	3,331	3,111	5,000	2,000	5,000
<u>PROFESSIONAL SERVICE</u>						
52190	PROFESSIONAL SERVICE	23,680	21,285	79,000	54,000	139,000
52190	80502 TANK PAINTING	39,784	5,387	-	-	-
52190	80506 ALGONQUIN INTERCONNECT	-	-	-	-	-
52190	80510 AERATION	-	-	-	-	-
52310	MAINT BUILDING & GROUNDS	2,731	9,402	12,000	12,000	12,000
52323	MAINTENANCE EQUIPMENT	22,467	20,065	63,000	63,000	65,000
52333	MAINTENANCE - VEHICLES	-	-	-	-	-
52405	ELECTRICITY	201,375	204,687	230,000	200,000	220,000
52409	HEATING	10,009	11,435	11,500	11,500	11,500
52410	COMMUNICATIONS	3,683	3,189	3,900	3,900	3,900
52783	WATER SOFTENER SALT	243,605	237,155	297,000	255,000	290,000
52800	WATER FACILITIES-WATER ANALYSIS	-	-	-	-	6,000
52803	WATER FACILITIES-WELL MAINT	58,704	67,700	80,000	57,780	80,000
52805	WATER FACILITIES-ALARM MONTITR	668	668	670	670	670
52901	RENTALS	-	-	-	-	5,000
	<b>TOTAL</b>	<b>610,423</b>	<b>585,129</b>	<b>783,370</b>	<b>661,099</b>	<b>869,370</b>
<u>COMMODITIES/SUPPLIES</u>						
53100	MATERIALS - BUILDING	8,103	5,678	6,000	6,000	6,000
53110	MATERIALS-MAINTENANCE	3,665	6,112	5,000	6,000	5,500
53600	SUPPLIES - AUTOMOTIVE	-	-	-	-	-
53606	MINOR TOOLS - EQUIPMENT	6,712	4,656	6,000	6,000	6,000
53620	SUPPLIES-OFFICE	774	521	750	750	750
53630	OPERATING SUPPLIES	30,756	41,795	36,000	36,000	36,000
53776	SUPPLIES-METER PARTS	8,659	9,128	10,000	10,000	11,000
53777	CHEMICALS	31,044	28,047	36,500	33,000	36,500
	<b>TOTAL</b>	<b>89,712</b>	<b>95,937</b>	<b>100,250</b>	<b>97,750</b>	<b>101,750</b>
<u>EQUIPMENT</u>						
<b>EQUIPMENT</b>						
55745	VEHICLES	-	-	9,900	9,900	-
55750	EQUIPMENT	-	-	70,000	-	250,000
55750	80510 AERATION	-	-	-	-	-
<b>IMPROVEMENTS</b>						
55799	IMPROVEMENTS	-	-	-	-	-
55799	80502 TANK PAINTING	536,400	132,065	-	-	-
55799	80506 ALGONQUIN INTERCONNECT	-	86,382	-	-	-

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
	<b>TOTAL</b>	<b>536,400</b>	<b>218,447</b>	<b>79,900</b>	<b>9,900</b>	<b>250,000</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE II ENGINEERING</b>						
56302	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	40,000	-	-
56302	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	-	-	-	-
56302	72027 RT 31 WATERMAIN ABANDONMENT	18,100	-	-	-	-
56302	72028 WESTERN UTILITY EXTENSION	2,403	-	-	-	-
56302	72048 OLD TOWN 1A & SO LINCOLN LEAD	-	-	-	-	26,000
56302	72053 OLD TOWN LEAD SERVICE AGREEMENT	-	-	-	-	150,000
<b>PHASE III CONSTRUCTION</b>						
56403	70133 RT 31 & HUNTLEY	60,095	634,596	1,076,308	-	1,076,308
56403	72018 BOLZ ROAD	-	-	-	-	130,000
56403	72020 WAKEFIELD DRAINAGE STUDY	-	-	-	-	125,000
56403	72027 RT 31 WATERMAIN ABANDONMENT	-	203,717	20,000	14,586	-
56403	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	230,000	-	241,500
56403	72040 IL 25 STANDPIPE FENCING	-	-	-	-	45,000
56999	CONSTRUCTION CAPITALIZED	(94,738)	(1,299,675)	-	-	-
	<b>TOTAL</b>	<b>(14,140)</b>	<b>(461,362)</b>	<b>1,366,308</b>	<b>14,586</b>	<b>1,793,808</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,022,103</b>	<b>1,226,002</b>	<b>3,271,249</b>	<b>1,702,357</b>	<b>3,953,512</b>

**MISSION STATEMENT:** The Wastewater Facilities Division of Public Works is dedicated to safeguarding the environment and public health by maintaining the highest level of treatment at the lowest attainable cost for the residents of Carpentersville. It is our goal to continually improve by applying proven technology, sound treatment fundamentals and by providing professional and courteous customer service to all our residents.

Responsibilities include but are not limited to:

1. Treatment and collection of Carpentersville’s wastewater
2. Sample collection and analysis
3. Maintenance and repair of twelve facilities
  - Main Wastewater Treatment Facility (WWTF)
  - 11 Remote Facilities (Lift Stations)
4. Bio-solids production and disposal (CAKE)
5. Industrial discharge monitoring (FOG)
6. Public education efforts

**2020 ACCOMPLISHMENTS**

1. Continued to exceed effluent water quality limits set by State and Federal agencies.
2. Continued overall reduction in pump failures due to in-house preventative maintenance, pump replacements, and an inspection program.
3. Continued the overall reduction of sludge cake production by an average of 25% from year’s prior to centrifuge installation.
4. Successfully negotiated a 2-year contract extension that included no rate increase for 2020/21 Bio Solids (Sludge) disposal.
5. Significantly reduced potential residential flooding in the Center Drive gravity basin by replacing the 100 gpm pumps with higher efficient 145 gpm Flygt pumps.
6. Installed the 3<sup>rd</sup> ABS pump at Harry’s LS, completing the transition to higher efficient pumps.
7. Purchased a Godwin 6” trailer mounted, sound attenuated, non-clog bypass/trash pump.
8. Replaced the 2001 Gehl skid steer with a 2020 Bobcat skid steer.

**2021 OBJECTIVES**

1. Contract ComEd to replace the obsolete Automatic Transfer Operator (ATO) for the WWTF primary/secondary feed transfer operator.
2. Receive pricing to complete the Risk and Resiliency Assessment and emergency Response plan with an engineering firm.

3. Replace the power and control conduits and install an electrical junction box to the Kimball Hills Lift Station wet well.
4. Perform an Arc Flash Assessment for the WWTF to enhance current safety protocols.
5. Review and update of a CMOM Plan mandated as necessary.
6. Monitor and enhance facility processes to ensure regulatory compliance.
7. Monitor and regulate present and future commercial and industrial inflows.
8. Provide training and support for our employees.
9. Maintain facility and lift station equipment and infrastructure.

***ORGANIZATIONAL CHART***

*See supplemental section for entire Public Works – Water & Sewer Fund Organizational Chart*



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	Actual 2018	Actual 2019	Actual 2020
<b>Effluent Flow</b>	Billion Gallons	1.401	1.246	1.085
<b>Annual BOD Avg. (NPDES Monthly Average limit 20 mg/L)</b>	Parts Per Million	2.5	5.0	2.6
<b>Annual TSS Avg. (NPDES Monthly Average limit 25 mg/L)</b>	Parts Per Million	4.5	5.0	5.0
<b>Lab Analysis</b>	Hours	1,818	2,074	1,793
<b>Lab Analysis</b>	No. Conducted	7,383	7,143	7,420
<b>Industrial Monitoring</b>	No. of Analysis	10	10	10
<b>Lift Stations</b>	Hours	1,597	1,591	1,981
<b>Solids Management</b>	Hours	2,746	2,982	2,351
<b>Sludge Produced</b>	Cubic Yards	4,493	4,510	4,560
<b>Equip. Maintenance &amp; Operations</b>	Hours	4,528	4,725	4,324
<b>Bldg. &amp; Grounds Maintenance</b>	Hours	470	505	412
<b>Administration</b>	Hours	752	890	702

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

**100 - WATER & SEWER FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>100392 - SEWER DEPARTMENT</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	675,684	656,887	745,071	745,071	803,312
50013	COMP ABS EXPENSE	1,915	857	-	-	-
50020	OVERTIME SALARIES	46,421	49,094	40,400	37,500	40,000
50040	LONGEVITY	3,511	3,734	4,147	4,147	4,509
50050	ATTENDANCE INCENTIVE	3,303	4,567	7,635	7,635	6,618
50075	PART TIME/SEASONAL	-	-	-	-	-
50090	PENSION PAYMENTS	(11,618)	(40,763)	-	-	-
	<b>TOTAL</b>	<b>719,216</b>	<b>674,376</b>	<b>797,253</b>	<b>794,353</b>	<b>854,439</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	132,963	111,672	146,085	146,085	132,345
51140	IMRF	78,613	65,051	86,661	86,661	92,792
51160	FICA	43,030	42,540	49,022	49,022	52,975
51165	MEDICARE	10,132	9,949	11,560	11,560	12,389
	<b>TOTAL</b>	<b>264,738</b>	<b>229,212</b>	<b>293,328</b>	<b>293,328</b>	<b>290,501</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	913	601	5,400	4,000	5,400
52150	PHYSICAL EXAMS	100	441	250	230	250
52153	PRINTING	362	308	1,000	550	1,000
52161	SAFETY DEVELOPMENT	-	-	-	-	30,000
52163	TRAINING/MEETINGS	2,553	1,969	4,500	4,000	4,500
<b><u>PROFESSIONAL SERVICE</u></b>						
52190	PROFESSIONAL SERVICE	30,982	33,383	30,000	31,000	90,000
52190	80507 PHOSPHORUS TREATMENT	1,020	-	-	-	-
52190	80508 DEWATERING	-	-	-	-	-
52310	MAINT BUILDING & GROUNDS	13,822	27,560	18,000	19,000	18,000
52323	MAINTENANCE EQUIPMENT	130,225	147,484	130,000	135,000	175,000
52405	ELECTRICITY	266,049	263,934	275,000	269,800	265,000
52409	HEATING	9,795	8,645	8,500	7,145	8,500
52410	COMMUNICATIONS	3,098	2,614	3,200	2,500	2,700
52413	SLUDGE DISPOSAL	76,313	92,678	90,000	82,000	90,000
52807	TESTING & SAMPLING	9,203	10,848	13,500	10,200	11,500
	<b>TOTAL</b>	<b>544,435</b>	<b>590,465</b>	<b>579,350</b>	<b>565,425</b>	<b>701,850</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53100	MATERIALS - BUILDING	3,612	4,481	6,400	4,275	6,400
53110	MATERIALS - MAINTENANCE	15,067	29,482	35,000	32,000	35,000
53113	SUPPLIES - LIFT STATION	11,911	30,133	26,000	28,000	26,000
53600	SUPPLIES - AUTOMOTIVE	129	235	200	-	200
53606	MINOR TOOLS - EQUIPMENT	22,224	26,924	20,000	20,000	20,000
53607	SUPPLIES - GAS & OIL	33	-	-	-	-
53620	SUPPLIES - OFFICE	524	1,555	1,000	450	1,000
53630	OPERATING SUPPLIES	9,266	9,082	12,000	14,000	12,000
53777	CHEMICALS	97,287	87,973	80,000	86,800	87,000
53901	AWARDS & RECOGNITION	-	-	-	-	-
	<b>TOTAL</b>	<b>160,053</b>	<b>189,865</b>	<b>180,600</b>	<b>185,525</b>	<b>187,600</b>
<b><u>EQUIPMENT</u></b>						
55745	VEHICLES	42,689	130,612	88,325	88,325	-
55750	EQUIPMENT	41,182	29,792	211,500	210,815	68,500
	<b>TOTAL</b>	<b>83,871</b>	<b>160,404</b>	<b>299,825</b>	<b>299,140</b>	<b>68,500</b>
<b><u>CAPITAL IMPROVEMENTS</u></b>						
<b><u>PHASE III CONSTRUCTION</u></b>						
56403	70124 GOLFVIEW/HAZARD/MONROE	-	-	-	-	-
56403	80507 PHOSPHORUS TREATMENT	-	-	-	-	-
55998	VEH & EQUIP CAPITALIZED	(83,871)	(157,739)	-	-	-
	<b>TOTAL</b>	<b>(83,871)</b>	<b>(157,739)</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,688,442</b>	<b>1,686,584</b>	<b>2,150,356</b>	<b>2,137,771</b>	<b>2,102,890</b>

**MISSION STATEMENT:** The Underground Utilities Division is committed to providing a full range of maintenance and repair to the Village of Carpentersville underground infrastructure. The Division has two main objectives. The first is to operate, maintain, repair, and update the Village infrastructures through careful planning and use of Village staffing and contractual services. The second is to develop long-term programs that identify, prioritize, and facilitate repairs and updates to each system in the most cost-effective manner while providing the best service possible to the community.

Responsibilities include but are not limited to:

**Water Distribution**

1. Water main repairs and updates
2. Valve and hydrant maintenance, repair, and replacements
3. System mapping and CAD updates
4. B-Box repairs and replacements

**Sanitary Collection**

1. Annual sewer main cleaning, which includes root and grease removal of 41 linear miles
2. Sewer main and structure (manhole) repairs
3. System televising, mapping and CAD updates

**Storm Conveyance**

1. Catch basin maintenance, reconstruction, and replacement
2. Mainline cleaning
3. System televising, mapping and CAD updates
4. Flooding
5. Dry well maintenance, Installation

**Additional Division Responsibilities**

1. J.U.L.I.E. Locates
2. New construction inspections and Acceptance/ Maintenance punch lists.
3. Construction restorations (Concrete and Landscaping)
4. Building and Equipment Maintenance
5. Plan Review
6. Contractor and Capital Improvement Projects (C.I.P.) Assistance
7. Intra Department Participation (Labor Pool)
8. Special Events Assistance

**2020 ACCOMPLISHMENTS**

1. Replaced 3 valves, 14 Hydrants, and 25 Buffalo boxes.
2. Continued Sanitary Sewer Lining Program.

To date approximately:     41,714 In-House  
  43,428 Capital Projects  
  85,142 Total footage (16.1 miles)

3. Eliminated Well #3 from our system, installed a 12" inline valve, and added a new hydrant to the system.
4. Decreased our Monthly Maintenance Program for sanitary sewers from 7,911 Lin. ft. to 6,163 Lin. ft. per month.
5. Installed two drywells, 261 Riversview Dr. and 903 Rosewood Dr.
6. Installed 396' of 12" C-905 PVC storm pipe at eight (8) different locations to relieve ponding and drainage issues.
7. Replaced eleven (11) storm structures to alleviate ponding and drainage issues.
8. Eliminated six (6) abandoned services on Fairway Rd. and Caddy Ave.
9. Completed two (2) point repairs on an 8" sanitary sewer main at 521 Tyler Ln. and 353 Tee Ln.

**2021 OBJECTIVES**

1. To operate, maintain, repair, and update the Village infrastructures through careful planning and use of Village staffing and contractual services.
2. Exercise all water valves utilizing contractual services.
3. Continue with in-house valves and fire hydrant replacement program.
4. Continue Sanitary Sewer Lining Program (Requested funding will allow us to line 5,500' to 8,500' linear feet depending on pipe diameter).
5. Clean and inspect the entire original (Clay) sanitary system.
6. Successfully flush entire system and inspect all village owned hydrants.
7. Add sanitary manholes utilizing contractual services to reduce the run length, backups, and improve maintenance.
8. Install Storm Inlet Specials utilizing contractual services for flooding areas.

***ORGANIZATIONAL CHART***

*See supplemental section for entire Public Works – Water & Sewer Fund Organizational Chart*



<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>	<b>Unit of Measurement</b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Actual 2020</b>
<b>Water Main</b>	Repairs	15	15	12
<b>B-Boxes</b>	R&R	6 / 33	6 / 52	4/25
<b>Valves/B-boxes</b>	Cleaned	48	103	45
<b>Valves</b>	R&R	16	13	3
<b>Fire Hydrants</b>	R&R	11	9	14
<b>Hydrant Flushing</b>	Days	9	9	9
<b>Hydrant</b>	Inspections	1,638	1,648	1,648
<b>Hydrants Painted</b>	Total	278	400	0
<b>J.U.L.I.E. Locates</b>	Hours	2,868	1,198	1,181
<b>Punch List Inspections</b>	Hours	0	2	13
<b>Contractor/C.I.P.</b>	Hours	105	247	128
<b>Material Hauling - In</b>	Loads/Tons	97 / 1,255	102 / 2,068	70 / 2,050
<b>Material Hauling Spoils Out</b>	Loads/Tons	251 / 3,263	128 / 2,560	210 / 4,000
<b>Sanitary Manhole</b>	R&R	6 / 5	4 / 0	0
<b>Sewer Jetting Program</b>	Lin. Ft.	128,153	166,028	31,159
<b>Monthly Maintenance Program</b>	Hours/feet	265 / 102,756	270 / 94,932	270 / 73,956
<b>Root/Grease Jetting</b>	Lin. Ft.	1,870	1,870	1,870
<b>Manhole Inspection</b>	Total	72	35	46
<b>Sewer Main Lining</b>	Lining/Lin. Ft.	2,928	4,701	7,146
<b>Infrastructure Televising</b>	Lin. Ft.	4,322	3,152	0
<b>Catch Basin/Inlets</b>	R&R	6 / 3	29 / 4	21 / 12
<b>Catch Basin Cleaning</b>	Hours	54	54	86
<b>Storm System Updates</b>	Lin. Ft/Loc	83 / 3	124 / 3	396 / 8
<b>Storm Jetting</b>	Hours	126	141.5	167
<b>Catch Basin/Inlet Flooding</b>	Hours	146	150	136
<b>Training/Seminars</b>	Hours	134	317	196
<b>Infrastructure Mapping</b>	Hours	26	132	69.5
<b>Sidewalk Restorations</b>	Locations	21	2	2
<b>Curb Restorations</b>	Locations	3	2	5
<b>Apron Restorations</b>	Locations	0	0	0
<b>Landscaping Restorations</b>	Locations	25	57	109

R&R = Repair / Replace

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>100393 - SEWER UNDERGROUND</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	466,107	530,173	566,468	566,468	599,623
50013	COMP ABS EXPENSE	2,915	6,370	-	-	-
50020	OVERTIME SALARIES	16,626	22,338	32,400	25,000	32,000
50040	LONGEVITY	3,240	3,480	3,811	3,811	2,298
50050	ATTENDANCE INCENTIVE	3,000	4,216	6,292	6,292	6,592
50075	PART TIME/SEASONAL	43,892	31,128	85,731	60,000	102,645
50090	PENSION PAYMENTS	(11,090)	(27,280)	-	-	-
	<b>TOTAL</b>	<b>524,691</b>	<b>570,424</b>	<b>694,702</b>	<b>661,571</b>	<b>743,158</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	120,958	117,491	118,709	118,709	82,494
51140	IMRF	52,645	48,873	75,514	75,514	78,752
51160	FICA	31,347	35,026	45,552	45,552	46,076
51165	MEDICARE	7,331	8,192	10,653	10,653	10,776
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	40,000	-	-
	<b>TOTAL</b>	<b>212,280</b>	<b>209,582</b>	<b>290,428</b>	<b>250,428</b>	<b>218,098</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	-	413	600	500	600
52150	PHYSICAL EXAMS	885	215	1,500	1,500	1,500
52153	PRINTING	340	725	1,200	1,200	1,200
52163	TRAINING/MEETINGS	520	936	5,000	900	5,000
<b><u>PROFESSIONAL SERVICE</u></b>						
52190	PROFESSIONAL SERVICE	26,087	20,837	45,000	32,000	45,000
52190	72034 METER READ/BILLING SOFTWARE UPDATES	-	-	-	-	-
52310	MAINT BUILDING & GROUNDS	689	704	1,200	200	1,000
52323	MAINTENANCE EQUIPMENT	87,259	94,311	107,000	-	122,000
52325	MAINTENANCE - OFFICE EQUIPMENT	381	-	500	150	500
52333	MAINTENANCE - VEHICLES	-	-	-	-	-
52410	COMMUNICATIONS	1,781	1,759	2,000	1,865	2,000
	<b>TOTAL</b>	<b>117,942</b>	<b>119,899</b>	<b>164,000</b>	<b>38,315</b>	<b>178,800</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53100	MATERIALS - BUILDING	-	-	-	-	-
53102	STREET MATERIALS	20,244	24,742	33,000	33,000	35,000
53110	MATERIALS - MAINTENANCE	32,208	32,346	35,000	35,000	35,000
53112	SUPPLIES - SANITARY SEWER	21,975	21,527	28,000	28,000	29,000
53600	SUPPLIES - AUTOMOTIVE	-	-	-	-	-
53606	MINOR TOOLS - EQUIPMENT	7,825	9,263	9,000	8,500	9,000
53620	SUPPLIES - OFFICE	30	33	300	100	300
53630	OPERATING SUPPLIES	5,738	10,401	8,500	9,000	9,000
53778	VALVES AND PIPES	78,858	58,254	105,000	80,000	105,000
	<b>TOTAL</b>	<b>166,878</b>	<b>156,567</b>	<b>218,800</b>	<b>193,600</b>	<b>222,300</b>
<b><u>EQUIPMENT</u></b>						
55745	VEHICLES	126,559	-	503,000	513,647	-
<b><u>IMPROVEMENTS</u></b>						
55799	IMPROVEMENTS	75,869	67,367	100,000	100,000	100,000
55799	80509 SEWER LINING	193,173	125,752	250,000	328,514	250,000
	<b>TOTAL</b>	<b>395,600</b>	<b>193,119</b>	<b>853,000</b>	<b>942,161</b>	<b>350,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE I ENGINEERING</b>						
56301	72029 POLK/SANITARY SEWER IMPROVEMENTS	28,740	-	-	-	-
56301	72030 RAVINE/SANITARY SEWER IMPROVEMENTS	36,720	-	-	-	-
<b>PHASE II ENGINEERING</b>						
56302	70133 RT 31 & HUNTLEY	-	-	-	-	-
56302	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	-	-	-	-
56302	72028 WESTERN UTILITY EXTENSION	1,841	-	-	-	-
56302	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	109,335	80,515	20,525	59,990
56302	72031 SANITARY SEWER EMERGENCY REPAIR PROJ	-	47,102	-	-	-
<b>PHASE III CONSTRUCTION</b>						
56403	70121 MAPLE AVENUE	51,290	(979)	-	-	-
56403	72031 SANITARY SEWER EMERGENCY REPAIR PROJ	-	371,697	-	-	-
56403	70133 RT 31 & HUNTLEY	16,543	139,893	462,463	-	462,463
56403	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	210,000	-	220,500
55998	VEH & EQUIP CAPITALIZED	(126,559)	-	-	-	-
	<b>TOTAL</b>	<b>8,575</b>	<b>667,049</b>	<b>752,978</b>	<b>20,525</b>	<b>742,953</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,425,966</b>	<b>1,916,640</b>	<b>2,973,908</b>	<b>2,106,600</b>	<b>2,455,309</b>

**2015A General Obligation Refunding (IEPA Loan) Bonds:** In February 2015, the Village issued \$8,105,000 of GO Refunding Bonds for the purpose of refunding outstanding Illinois Environmental Protection Agency (IEPA) loans for Water/Sewer projects. The refunding of the IEPA loan generated a gross savings of around \$195,000 because of the low interest rate environment. The GO Bonds will be paid off in eight years (by 2023). The outstanding principal balance as of January 1, 2021 is \$3,195,000. Debt service will be entirely paid out of Water and Sewer Fund.

**2015B General Obligation Refunding Bonds:** In October 2015, the Village issued \$5,840,000 of GO Refunding Bonds for the purpose of refunding outstanding Series 2006 General Obligation Bonds. The refunding of the Series 2006 GO Bonds generated a gross savings of around \$872,000 because of the low interest rate environment. The GO Bonds will be paid off in eleven years (by 2026). The outstanding principal balance as of January 1, 2021 \$3,965,000 is The Debt Service Fund (50%) and Water/Sewer Fund (50%) would continue to share the debt service for these bonds.

**2016 General Obligation Refunding Bonds:** In August 2016, the Village issued \$6,926,000 of GO Refunding Bonds for the purpose of advance refunding part of the outstanding Series 2008 General Obligation Bonds (\$6,455,000). The refunding of the Series 2008 GO Bonds generated a gross savings of around \$622,131 because of the low interest rate environment. The GO Bonds amortization table is based on an eleven year (by 2028) amortization schedule. The outstanding principal balance as of January 1, 2021 is \$5,954,120. The Debt Service Fund (67%) and Water/Sewer Fund (33%) would continue to share the debt service for these bonds.

Remaining Debt Service to Maturity

Series 2015A			Series 2015B		
Fiscal Year	Principal	Interest	Fiscal Year	Principal	Interest
2021	\$ 1,025,000	\$ 117,700	2021	\$ 300,000	\$ 79,300
2022	\$ 1,065,000	\$ 76,300	2022	\$ 310,000	\$ 67,300
2023	\$ 1,105,000	\$ 33,300	2023	\$ 322,500	\$ 54,900
2024	\$ -	\$ -	2024	\$ 337,500	\$ 42,000
2025	\$ -	\$ -	2025	\$ 350,000	\$ 28,500
2026	\$ -	\$ -	2026	\$ 362,500	\$ 14,500
2027	\$ -	\$ -	2027	\$ -	\$ -
2028	\$ -	\$ -	2028	\$ -	\$ -
2029	\$ -	\$ -	2029	\$ -	\$ -
2030	\$ -	\$ -	2030	\$ -	\$ -
2031	\$ -	\$ -	2031	\$ -	\$ -
2032	\$ -	\$ -	2032	\$ -	\$ -
2033	\$ -	\$ -	2033	\$ -	\$ -
2034	\$ -	\$ -	2034	\$ -	\$ -
2035	\$ -	\$ -	2035	\$ -	\$ -
	<u>\$ 3,195,000</u>	<u>\$ 227,300</u>		<u>\$ 1,982,500</u>	<u>\$ 286,500</u>

	Series 2016		IEPA		Total
	Principal	Interest	Principal	Interest	
2021	\$ 214,830	\$ 32,836	\$ 106,384	\$ 34,780	\$ 1,910,831
2022	\$ 217,800	\$ 28,969	\$ 108,517	\$ 32,647	\$ 1,906,534
2023	\$ 222,090	\$ 25,049	\$ 110,693	\$ 30,471	\$ 1,904,003
2024	\$ 226,380	\$ 21,051	\$ 112,912	\$ 28,252	\$ 768,096
2025	\$ 230,010	\$ 16,977	\$ 115,176	\$ 25,988	\$ 766,651
2026	\$ 233,310	\$ 12,836	\$ 117,485	\$ 23,679	\$ 764,311
2027	\$ 237,930	\$ 8,637	\$ 119,841	\$ 21,323	\$ 387,731
2028	\$ 241,890	\$ 4,354	\$ 122,244	\$ 18,921	\$ 387,408
2029	\$ -	\$ -	\$ 124,695	\$ 16,470	\$ 141,164
2030	\$ -	\$ -	\$ 127,195	\$ 13,970	\$ 141,164
2031	\$ -	\$ -	\$ 129,745	\$ 11,420	\$ 141,164
2032	\$ -	\$ -	\$ 132,346	\$ 8,818	\$ 141,164
2033	\$ -	\$ -	\$ 135,000	\$ 6,165	\$ 141,164
2034	\$ -	\$ -	\$ 137,706	\$ 3,458	\$ 141,164
2035	\$ -	\$ -	\$ 69,885	\$ 697	\$ 70,582
	<u>\$ 1,824,240</u>	<u>\$ 150,710</u>	<u>\$ 1,769,825</u>	<u>\$ 277,059</u>	<u>\$ 9,713,134</u>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>100730 - DEBT SERVICE EXPENDITURES</b>						
<b>DEBT SERVICE</b>						
<b>DEBT ISSUANCE COSTS</b>						
58100	92016 2016 REFUNDING BONDS	-	-	-	-	-
58259	AMORTIZATION EXPENSE	(101,596)	(101,596)	-	-	-
58357	PRINCIPAL IEPA LOAN	-	-	104,293	104,293	106,384
58358	INTEREST IEPA LOAN	40,772	38,459	36,871	36,871	34,780
<b>AGENT FEES</b>						
58510	92006 2006 CAPITAL IMPROVEMENT BONDS	-	-	-	-	-
58510	92008 2008 CIP BOND ISSUE (PROJECT)	83	-	175	84	175
58510	92012 2014 CIP BONDS	50	-	250	250	250
58510	92014 2015 B BONDS	500	899	1,000	1,000	1,000
58510	92015 2015 A G.O. BONDS	-	-	1,000	1,000	1,000
58510	92016 2016 REFUNDING BONDS	-	-	500	500	500
<b>PRINCIPAL</b>						
58557	92008 2008 CIP BOND ISSUE (PROJECT)	-	-	-	-	-
58557	92012 2014 CIP BONDS	-	-	-	-	-
58557	92014 2015 B BONDS	-	(945,000)	287,500	277,500	287,500
58557	92015 2015 A G.O. BONDS	-	945,000	985,000	985,000	1,025,000
58557	92016 2016 REFUNDING BONDS	-	-	209,880	206,580	209,880
<b>INTEREST</b>						
58558	92008 2008 CIP BOND ISSUE (PROJECT)	2,244	-	-	-	-
58558	92012 2014 CIP BONDS	951	-	-	-	-
58558	92014 2015 B BONDS	107,300	101,900	90,800	101,900	90,800
58558	92015 2015 A G.O. BONDS	211,750	178,341	157,500	195,700	157,500
58558	92016 2016 REFUNDING BONDS	41,140	40,324	36,614	40,332	36,614
<b>TOTAL</b>		<b>303,194</b>	<b>258,326</b>	<b>1,911,383</b>	<b>1,951,010</b>	<b>1,951,383</b>
<b>DEPARTMENT TOTAL</b>		<b>303,194</b>	<b>258,326</b>	<b>1,911,383</b>	<b>1,951,010</b>	<b>1,951,383</b>
<b>TOTAL EXPENDITURES</b>		<b>7,090,643</b>	<b>6,935,173</b>	<b>10,918,885</b>	<b>8,490,254</b>	<b>11,361,275</b>



**INTERNAL SERVICE FUND**

This fund is used to account for transfers from other funds assigned to provide for the costs related to employee health insurance as well as expenditures related to the Village's risk management coverage. This fund contains healthcare costs, liability insurance premiums, worker's compensation premiums, and liability and worker's compensation claims.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

998 - INSURANCE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>998098 - HEALTH INSURANCE</u></b>						
<b><u>REIMBURSEMENTS</u></b>						
47200	PPO CONTRIBUTIONS	314,982	289,039	330,000	320,633	330,000
47201	HMO CONTRIBUTIONS	44,852	43,947	40,000	43,533	40,000
47202	HSA CONTRIBUTIONS	3,708	16,834	15,000	-	15,000
47203	COBRA INSURANCE REIMBURSEMENT	340,049	289,243	291,000	291,000	291,000
47204	PSEBA REIMBURSEMENT	2,893	-	3,000	3,300	3,000
47300	REIMBURSEMENT - GEN FUND	2,525,452	2,464,823	2,325,000	2,325,000	2,325,000
47301	REIMBURSEMENT - W/S FUND	446,934	390,038	434,000	434,000	434,000
	<b>TOTAL</b>	<b>3,678,869</b>	<b>3,493,924</b>	<b>3,438,000</b>	<b>3,417,466</b>	<b>3,438,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>3,678,869</b>	<b>3,493,924</b>	<b>3,438,000</b>	<b>3,417,466</b>	<b>3,438,000</b>
<b><u>998099 - RISK MANAGEMENT</u></b>						
<b><u>REIMBURSEMENTS</u></b>						
47300	REIMBURSEMENT - GEN FUND	667,800	583,800	612,990	667,800	612,990
47301	REIMBURSEMENT - W/S FUND	127,200	111,200	116,760	127,200	116,760
	<b>TOTAL</b>	<b>795,000</b>	<b>695,000</b>	<b>729,750</b>	<b>795,000</b>	<b>729,750</b>
<b><u>TRANSFERS IN</u></b>						
49001	TRANSFER FROM GENERAL FUND	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>795,000</b>	<b>695,000</b>	<b>729,750</b>	<b>795,000</b>	<b>729,750</b>
	<b>TOTAL REVENUES</b>	<b>4,473,869</b>	<b>4,188,924</b>	<b>4,167,750</b>	<b>4,212,466</b>	<b>4,167,750</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

998 - INSURANCE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b>998098 - HEALTH INSURANCE</b>						
<u>PERSONNEL BENEFITS</u>						
51120	EMPLOYEE HEALTH INSURANCE	3,114,415	2,582,019	3,239,800	2,445,574	3,239,800
51121	EMPLOYER HSA CONTRIBUTION	1,334	14,586	15,000	15,000	15,000
51122	HEALTH INSURANCE - COBRA	311,599	307,580	291,000	297,000	291,000
51124	HEALTH INSURANCE - PSEBA	26,353	24,671	26,980	26,000	36,010
51125	INSURANCE OPT OUT	15,971	14,019	13,775	15,000	13,775
	<b>TOTAL</b>	<b>3,469,672</b>	<b>2,942,874</b>	<b>3,586,555</b>	<b>2,798,574</b>	<b>3,595,585</b>
<u>CONTRACTUAL SERVICES</u>						
52999	CONTRACTUAL SERVICES	9,842	9,471	9,500	7,800	9,500
	<b>TOTAL</b>	<b>9,842</b>	<b>9,471</b>	<b>9,500</b>	<b>7,800</b>	<b>9,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>3,479,513</b>	<b>2,952,345</b>	<b>3,596,055</b>	<b>2,806,374</b>	<b>3,605,085</b>
<b>998099 - RISK MANAGEMENT</b>						
<u>CONTRACTUAL SERVICES</u>						
52190	PROFESSIONAL SERVICE	42,754	17,050	35,000	31,000	35,000
52202	LIABILITY INSURANCE DED/CLAIMS	103,508	838,062	5,000	2,500	350,000
52203	LIABILITY INSURANCE PREMIUM	371,394	372,783	408,000	380,000	456,709
52205	WORKER'S COMPENSATION PREMIUM	76,498	94,324	101,000	75,000	104,000
52206	WORKER'S COMP DED/CLAIMS	552,691	671,933	200,000	200,000	350,000
	<b>TOTAL</b>	<b>1,146,845</b>	<b>1,994,152</b>	<b>749,000</b>	<b>688,500</b>	<b>1,295,709</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,146,845</b>	<b>1,994,152</b>	<b>749,000</b>	<b>688,500</b>	<b>1,295,709</b>
	<b>TOTAL EXPENDITURES</b>	<b>4,626,359</b>	<b>4,946,497</b>	<b>4,345,055</b>	<b>3,494,874</b>	<b>4,900,794</b>



## **FIDUCIARY FUNDS**

The primary mission of the Carpentersville Police Pension Fund is to administer the collection of pension deductions from active members and distribute pension payments to those who are eligible under State of Illinois Statute, either by means of years of service or disability. Additionally, the Police Pension Board directs and monitors the investments of the Fund.

Under current requirements, there are five (5) pension board members. The members are as follows: two (2) active members from the Police Department, two (2) appointed by the Village President (residents of the community), and one (1) retired member. The above individuals are all voting members of the Pension Fund.

Currently the employee contribution is 9.91% of regular salaries. The future pension benefits consist of revenue from employee contributions, investment earnings and property taxes. Per the latest actuarial report, it is 57.6% funded on an actuarial basis. Assumptions in the actuarial valuation are periodically updated with the actuary, such as updates to the interest rate assumption and mortality table. These updates can potentially affect the funded ratio of the plan.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

950 - POLICE PENSION FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>950051 - POLICE PENSION FUND REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	EMPLOYER CONTRIBUTIONS	2,592,632	2,598,600	2,672,008	2,672,008	2,672,008
	<b>TOTAL</b>	<b>2,592,632</b>	<b>2,598,600</b>	<b>2,672,008</b>	<b>2,672,008</b>	<b>2,672,008</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	898,966	945,057	275,000	500,000	275,000
48016	UNREALIZED GAIN/LOSS ON INVEST	(2,477,662)	7,443,589	2,000,000	5,455,114	2,000,000
	<b>TOTAL</b>	<b>(1,578,696)</b>	<b>8,388,645</b>	<b>2,275,000</b>	<b>5,955,114</b>	<b>2,275,000</b>
<u>TRANSFERS/OTHER</u>						
49909	EMPLOYEE PENSION DEDUCTIONS	562,893	555,777	588,600	574,243	588,600
49999	MISCELLANEOUS INCOME	-	-	100	-	100
	<b>TOTAL</b>	<b>562,893</b>	<b>555,777</b>	<b>588,700</b>	<b>574,243</b>	<b>588,700</b>
	<b>TOTAL REVENUES</b>	<b>1,576,829</b>	<b>11,543,022</b>	<b>5,535,708</b>	<b>9,201,365</b>	<b>5,535,708</b>
<b><u>950595 - POLICE PENSION FUND EXPENDITURES</u></b>						
<u>PERSONNEL SERVICES</u>						
50091	SERVICE PENSION	2,007,884	2,457,516	2,186,515	2,061,000	2,186,515
50092	NON-DUTY DISABILITY PENSION	92,563	93,623	106,090	100,000	106,090
50093	DUTY DISABILITY PENSION	366,196	371,669	392,533	370,000	392,533
50094	SURVIVING SPOUSE PENSION	194,619	210,921	212,180	200,000	212,180
50095	PENSION CONTRIBUTION REFUND	-	-	10,000	-	10,000
50096	PENSION REFUND - PORTABILITY	-	23,507	25,000	-	25,000
	<b>TOTAL</b>	<b>2,661,262</b>	<b>3,157,235</b>	<b>2,932,318</b>	<b>2,731,000</b>	<b>2,932,318</b>
<u>CONTRACTUAL SERVICES</u>						
52000	ACCOUNTING	15,540	16,025	20,000	19,770	20,000
52010	ACTUARIAL PENSION	-	-	-	-	-
52013	DUES & SUBSCRIPTIONS	500	250	1,500	1,500	1,500
52030	LEGAL FEES	23,483	11,100	25,000	17,500	25,000
52040	COMPLIANCE FEES	7,390	8,000	7,500	7,390	7,500
52105	BANK CHARGES	-	144	250	-	250
52150	PHYSICAL EXAMS	5,740	-	5,000	4,790	5,000
52157	POSTAGE/MAILING	49	-	100	49	100
52163	TRAINING/MEETINGS	350	800	4,000	4,000	4,000
52170	INVESTMENT MANAGEMENT FEES	179,648	179,902	175,000	176,936	175,000
52190	PROFESSIONAL SERVICE	8,242	8,734	10,000	10,000	10,000
	<b>TOTAL</b>	<b>240,942</b>	<b>224,956</b>	<b>248,350</b>	<b>241,935</b>	<b>248,350</b>
<u>COMMODITIES/SUPPLIES</u>						
53620	SUPPLIES - OFFICE	-	-	500	-	500
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>500</b>
<u>CONTINGENCIES/OTHER</u>						
57050	OTHER EXPENSES	4,021	650	3,000	4,000	3,000
	<b>TOTAL</b>	<b>4,021</b>	<b>650</b>	<b>3,000</b>	<b>4,000</b>	<b>3,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,906,225</b>	<b>3,382,840</b>	<b>3,184,168</b>	<b>2,976,935</b>	<b>3,184,168</b>

The primary mission of the Carpentersville Firefighters Pension Fund is to administer the collection of pension deductions from active members and distribute pension payments to those who are eligible under State of Illinois Statute, either by means of years of service or disability. Additionally, the Firefighter's Pension Board directs and monitors the investments of the Fund.

Under current requirements, there are five (5) pension board members. They are as follows: two (2) appointed by the Village President, two (2) from the active membership of the fund, and one (1) retired member. If no retired member is interested, a third active member is elected.

Currently the employee contribution is 9.455% of regular salaries. The future pension benefits consist of revenue from employee contributions, investment earnings and property taxes. Per the latest actuarial report, it is 71.0% funded on an actuarial basis. Assumptions in the actuarial valuation are periodically updated with the actuary, such as updates to the interest rate assumption and mortality table. These updates can potentially affect the funded ratio of the plan.

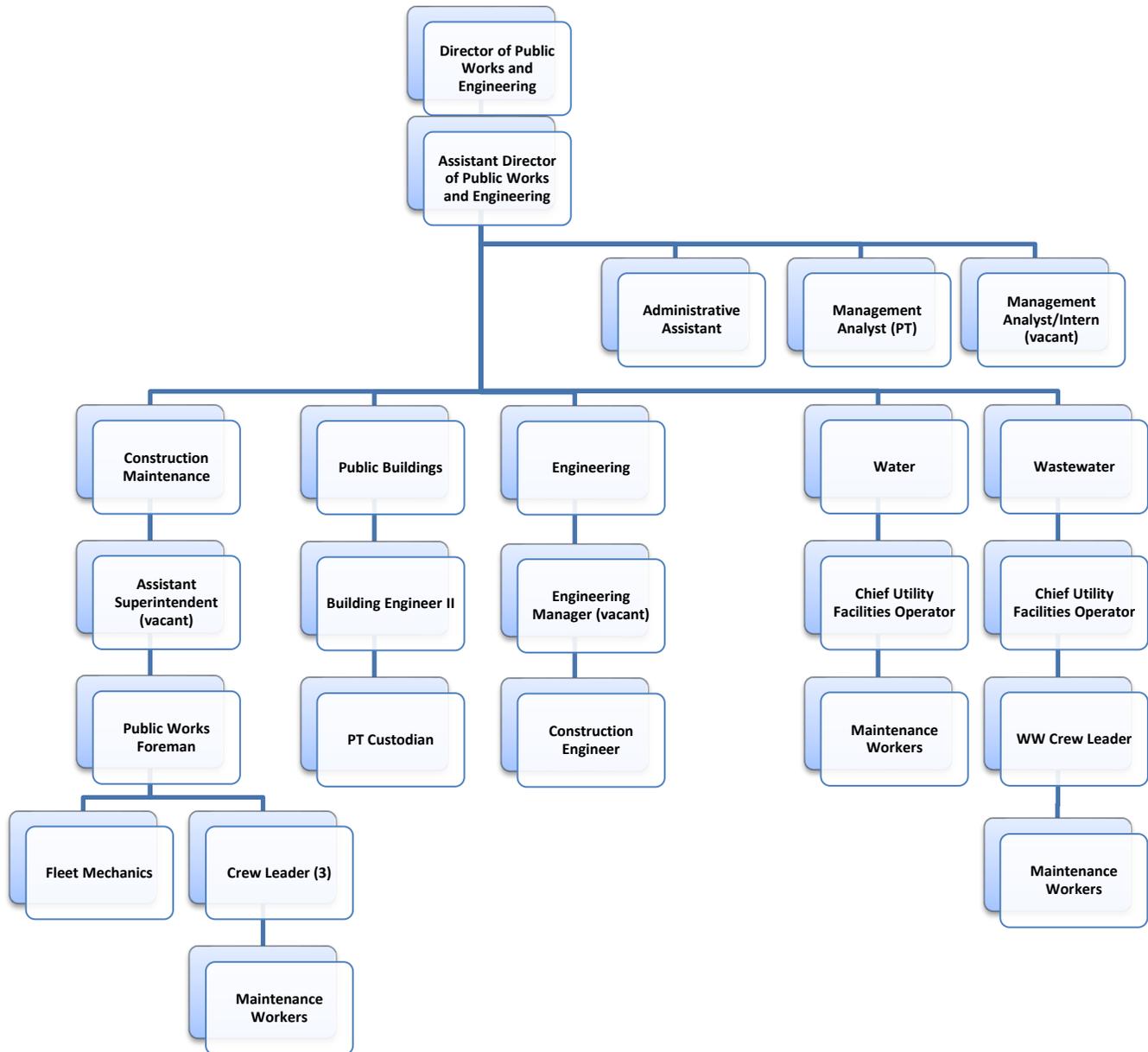
**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2021 BUDGET**

960 - FIRE PENSION FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BOARD APPROVED FY 2020	PROJECTED FY 2020	BOARD APPROVED FY 2021
<b><u>960051 - FIRE PENSION FUND REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	EMPLOYER CONTRIBUTIONS	1,245,107	1,247,967	1,327,085	1,327,085	1,327,085
	<b>TOTAL</b>	<b>1,245,107</b>	<b>1,247,967</b>	<b>1,327,085</b>	<b>1,327,085</b>	<b>1,327,085</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	970,389	720,596	500,000	375,000	500,000
48016	UNREALIZED GAIN/LOSS ON INVEST	(1,839,927)	3,374,009	500,000	2,761,014	500,000
	<b>TOTAL</b>	<b>(869,538)</b>	<b>4,094,604</b>	<b>1,000,000</b>	<b>3,136,014</b>	<b>1,000,000</b>
<u>TRANSFERS/OTHER</u>						
49909	EMPLOYEE PENSION DEDUCTIONS	307,849	324,012	307,500	300,000	307,500
49999	MISCELLANEOUS INCOME	-	-	-	-	-
	<b>TOTAL</b>	<b>307,849</b>	<b>324,012</b>	<b>307,500</b>	<b>300,000</b>	<b>307,500</b>
	<b>TOTAL REVENUES</b>	<b>683,418</b>	<b>5,666,584</b>	<b>2,634,585</b>	<b>4,763,099</b>	<b>2,634,585</b>
<b><u>960596 - FIRE PENSION FUND EXPENDITURES</u></b>						
<u>PERSONNEL SERVICES</u>						
50091	SERVICE PENSION	738,324	782,446	850,000	739,000	850,000
50092	NON-DUTY DISABILITY PENSION	87,899	90,387	89,610	87,000	89,610
50093	DUTY DISABILITY PENSION	270,354	291,101	278,100	270,000	278,100
50094	SURVIVING SPOUSE PENSION	106,249	106,249	110,004	106,800	110,004
50095	PENSION CONTRIBUTION REFUND	-	-	10,000	-	10,000
50096	PENSION REFUND - PORTABILITY	-	-	25,000	-	25,000
	<b>TOTAL</b>	<b>1,202,826</b>	<b>1,270,183</b>	<b>1,362,714</b>	<b>1,202,800</b>	<b>1,362,714</b>
<u>CONTRACTUAL SERVICES</u>						
52000	ACCOUNTING	11,950	12,275	12,500	12,500	12,500
52010	ACTUARIAL PENSION	-	-	-	-	-
52013	DUES & SUBSCRIPTIONS	500	500	1,500	1,500	1,500
52030	LEGAL FEES	3,200	8,238	5,000	3,500	5,000
52040	COMPLIANCE FEES	4,048	4,507	4,250	4,048	4,250
52150	PHYSICAL EXAMS	-	-	2,000	1,200	2,000
52163	TRAINING/MEETINGS	1,755	2,940	3,000	3,000	3,000
52170	INVESTMENT MANAGEMENT FEES	70,515	74,565	70,000	70,000	70,000
52190	PROFESSIONAL SERVICE	11,340	15,671	10,000	10,000	10,000
	<b>TOTAL</b>	<b>103,308</b>	<b>118,695</b>	<b>108,250</b>	<b>105,748</b>	<b>108,250</b>
<u>COMMODITIES/SUPPLIES</u>						
53620	SUPPLIES - OFFICE	-	-	250	-	250
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>250</b>
<u>CONTINGENCIES/OTHER</u>						
57050	OTHER EXPENSES	7,564	16,903	1,000	8,400	1,000
	<b>TOTAL</b>	<b>7,564</b>	<b>16,903</b>	<b>1,000</b>	<b>8,400</b>	<b>1,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,313,698</b>	<b>1,405,781</b>	<b>1,472,214</b>	<b>1,316,948</b>	<b>1,472,214</b>



## **SUPPLEMENTAL INFORMATION**



VILLAGE OF CARPENTERSVILLE  
 ASSESSED AND ACTUAL VALUE OF TAXABLE PROPERTY  
 Last Five Levy Years

Levy Year	Residential Property	Commercial Property	Industrial Property	Farm Property	Kane County Total Property	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Taxable Value	Estimated Actual Taxable Value as a percent of Actual Value
2016	\$ 434,962,298	\$ 59,242,183	\$ 12,759,964	\$ 677,897	\$ 507,642,342	\$ 507,642,342	2.6015	\$ 1,522,927,026	33.333%
2017	\$ 477,627,532	\$ 63,093,573	\$ 12,908,607	\$ 697,331	\$ 554,327,043	\$ 554,327,043	2.3852	\$ 1,662,981,129	33.333%
2018	\$ 513,808,188	\$ 66,907,968	\$ 13,499,029	\$ 733,835	\$ 594,949,020	\$ 594,949,020	2.2772	\$ 1,784,847,060	33.333%
2019	\$ 559,380,237	\$ 67,844,400	\$ 13,470,508	\$ 671,251	\$ 641,366,396	\$ 641,366,396	2.1109	\$ 1,924,099,188	33.333%
2020*	\$ 588,242,377	\$ 71,810,160	\$ 13,557,881	\$ 699,706	\$ 674,310,124	\$ 674,310,124	2.0059	\$ 2,022,930,372	33.333%

\* Estimated at the time of budget printing

Data Source

Office of the County Clerk

Note: Property in the Village is reassessed every three years. Property is assessed at 33.33% of actual value.

VILLAGE OF CARPENTERSVILLE  
PROPERTY TAX LEVIES AND COLLECTIONS  
Last Five Levy Years

Levy Year	Fiscal Year	Tax Levied	Collected within the Fiscal Year of the Levy	
			Amount	Percentage of Levy
2014	2015	\$ 12,471,832	\$ 12,444,944	99.78%
2015	2016	\$ 13,039,948	\$ 13,015,707	99.81%
2016	2017	\$ 13,225,311	\$ 13,189,742	99.73%
2017	2018	\$ 13,221,676	\$ 13,191,217	99.77%
2018	2019	\$ 13,548,304	\$ 13,517,877	99.78%
2019	2020	\$ 13,548,307	\$ 13,520,075	100.00%

Data Source  
Office of the County Clerk

VILLAGE OF CARPENTERSVILLE  
SALES TAX BY CATEGORY  
Last Five Calendar Years

	2015	2016	2017	2018	2019
General merc	242,394	553,070	823,885	848,641	817,135
Food	1,250,684	1,236,176	1,312,199	1,281,128	1,360,152
Drinking and c	293,052	314,337	323,766	363,092	397,871
Apparel	30,989	37,363	32,878	32,554	35,982
Furniture and	23,009	11,870	9,321	8,299	6,241
Lumber, build	573,956	590,646	588,438	574,196	602,700
Automobile ar	315,151	270,892	296,100	322,253	285,335
Drugs and mi	174,540	364,829	353,292	325,602	333,615
Agriculture ar	215,318	94,169	88,425	148,646	120,600
Manufacturers	15,944	25,806	34,932	34,869	32,984
<b>Total</b>	<b>\$ 3,135,037</b>	<b>\$ 3,499,158</b>	<b>\$ 3,863,236</b>	<b>\$ 3,939,280</b>	<b>\$ 3,992,615</b>
<b>VILLAGE DIRECT SALES TAX RATE</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>

Calendar year 2020 data was unavailable at the time of budget printing

Data Source

Illinois Department of Revenue

VILLAGE OF CARPENTERSVILLE  
HOME RULE SALES TAX BY CATEGORY

Calendar Year	2016	2017	2018	2019
General merchandise	871,808	1,183,484	1,163,428	1,025,401
Food	896,526	1,004,735	995,216	1,091,686
Drinking and eating places	621,624	639,314	715,259	783,127
Apparel	74,726	65,756	65,108	71,961
Furniture and H.H. and radio	23,739	18,641	16,600	12,482
Lumber, building hardware	1,169,960	1,165,545	1,136,742	1,188,138
Automobile and filling stations	466,224	522,468	554,160	488,523
Drugs and miscellaneous retail	362,049	343,657	310,804	310,998
Agriculture and all others	176,122	165,780	270,548	223,146
Manufacturers	50,945	69,183	69,050	65,206
<b>Total</b>	<b>4,713,723</b>	<b>5,178,563</b>	<b>5,296,915</b>	<b>5,260,668</b>

Calendar year 2020 data was unavailable at the time of budget printing

Note:

Village home rule sales tax rate is 2% effective July 1, 2014.

VILLAGE OF CARPENTERSVILLE  
RATIOS OF OUTSTANDING DEBT BY TYPE  
Last Five Fiscal Years

Fiscal Year Ended	Governmental Activities				Business-Type Activities			Total Primary Government	Percentage of Actual Taxable Value(1) of Property	Per Capita
	General Obligation Bonds	Unamortized Bond Premium	Capital Leases	Promisorry Note Payable	General Obligation Bonds	Unamortized Bond Premium	IEPA Loan			
2016	31,313,890	773,250	-	-	13,307,110	945,662	2,174,860	46,795,860	9.22%	1,222.11
2017	29,817,040	715,721	-	-	12,268,960	824,601	2,076,596	44,162,596	7.97%	1,153.34
2018	29,536,900	658,194	-	-	9,913,200	642,171	1,963,062	41,413,162	6.96%	1,081.54
2019	27,664,880	596,751	-	-	8,484,120	525,039	1,860,819	38,009,819	5.93%	992.66
2020	25,184,880	2,481,564	-	-	7,001,740	400,023	1,756,525	33,943,145	5.03%	886.45

Note: Details of the Village's outstanding debt can be found in the debt service summaries located within the budget.

(1) Assessed value and actual value of taxable property

Data Source

Village Records

VILLAGE OF CARPENTERSVILLE  
RATIOS OF GENERAL BONDED DEBT OUTSTANDING  
Last Five Fiscal Years

Fiscal Year	Governmental General Obligation Bonds	Business-Type General Obligation Bonds	Less: Amounts Available In Debt Service Fund		Governmental Activities		Business-Type Activities		Percentage of Estimated Taxable
			Unamortized Bond Premium	Bond Premium	Unamortized Bond Premium	Bond Premium	Value of Property*	Per Capita	
2015	32,443,360	14,326,640	579,098	46,190,902	830,776	1,066,723	10.36%	1,209.31	
2016	31,313,890	13,307,110	947,926	43,673,074	773,250	945,662	8.60%	1,140.56	
2017	29,817,040	12,268,960	1,350,205	40,735,795	715,721	824,601	7.35%	1,063.85	
2018	29,536,900	9,913,200	1,376,907	38,073,193	658,194	642,171	6.40%	994.31	
2019	27,664,880	8,484,120	1,741,335	34,407,665	596,751	525,039	5.36%	898.58	
2020	25,184,880	7,001,740	N/A	N/A	2,481,564	400,023	NA	NA	

N/A - Calendar year 2019 data was unavailable at the time of budget printing

Note: Details of the Village's outstanding debt can be found in the debt service summaries located within the budget.

Data Source

Village Records

VILLAGE OF CARPENTERSVILLE  
LEGAL DEBT MARGIN

The Village is a home rule municipality.

Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statutes governs computation of the legal debt margin.

"The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property...(2) if its population is more than 25,000 and less than 50,000 an aggregate of one per cent:...indebtedness which is outstanding on the effective date (July 1, 1971) of this constitution or which is thereafter approved by referendum...shall not be included in the foregoing percentage amounts."

***To date the General Assembly has set no limits for home rule municipalities.***

Under Section 5/8-5-1 of the Illinois Municipal Code, the debt limit for non-home rule municipalities is 8.625% of the equalized assessed valuation (EAV) of the municipality. General obligation bonds and installment contracts are generally subject to the debt limit. Tax anticipation warrants, Revenue anticipation notes, Revenue Bonds are not subject to the debt limit of a municipality.

As stated above, the Village of Carpentersville is a home rule community and this debt limit of 8.625% of the EAV does not apply to the Village.

***The following calculation is for illustrative purposes only:***

As of December 31, 2020 the Village has \$25,184,880 in total outstanding General Obligation Bonds in Governmental Activities (for which tax levied). The Village estimated EAV for 2020 is projected at \$674,310,124. The Debt/EAV ratio would be 3.73%, if applicable to the Village.

VILLAGE OF CARPENTERSVILLE  
 DEMOGRAPHIC AND ECONOMIC INFORMATION  
 Last Five Fiscal Years

Fiscal Year	Population	Personal Income	Per Capita Personal Income	Median Age	School Enrollment *	Unemployment Rate **
2016***	38,291	\$ 817,397,977	21,347	29.4	20,862	5.4%
2017	38,291	\$ 817,397,977	21,347	29.4	21,261	7.1%
2018	38,291	\$ 817,397,977	21,347	29.4	20,985	5.9%
2019	38,291	\$ 817,397,977	21,347	29.4	21,143	7.1%
2020	38,291	\$ 817,397,977	21,347	29.4	20,023	7.1%

\*In 2015, the reporting method was changed by the school district.

\*\* Unemployment rate is the 12-month average

\*\*\* A partial Census was conducted during the fiscal year, and the population change was certified.

N/A - not available at time of budget printing

Data Source

Village Records  
 US Census Bureau  
 Office of the County Clerk

**VILLAGE  
OF  
CARPENTERSVILLE**



**CAPITAL IMPROVEMENT PLAN (CIP)  
FYE 2021**

## OVERVIEW

The goal of the Capital Improvement Plan (CIP) is to develop a long-range plan to address future capital needs of the Village of Carpentersville, ensuring a forward-looking approach to addressing repair and replacement needs of the Village's capital assets and infrastructure within the financial capabilities of the Village. This comprehensive plan covers a period of 10 years, but attention should be drawn to the 5-year capital needs, as these years most accurately depict the capital needs of the Village in the near-term. Analysis beyond the 5-year window is intended to allow management to look into the future to be aware of major capital needs on the horizon. Each department of the Village is involved in developing this capital plan, including submitting project needs, timing and costs as available.

## DEFINITIONS

**Capital Project:** Repair, upgrade, replacement or new acquisition of a capital asset or project that has a value exceeding \$10,000.

### Types of Expenditures

**Major Maintenance:** Significant maintenance improvements that extend the useful life of the capital asset that has a value exceeding \$10,000 and is required at least every 5 years.

**New Acquisition:** Acquisition of a new capital asset or initiation of a new capital project.

**Replacement:** Replacement of an existing capital asset owned by the Village. Normally the new item is similar or equal to the item being replaced that has passed its useful life, as determined by management.

### Asset Classifications/Useful Lives (As Outlined in the Village's Capital Asset Policy)

<b>Buildings</b>	30-50 Years
<b>Vehicles and Equipment</b>	5-20 Years
<b>Land Improvements</b>	10-20 Years
<b>Street Improvements (Residential)</b>	17 Years (Surface), 50 Years (Base)
<b>Street Improvements (Industrial)</b>	12 Years (Surface), 40 Years (Base)
<b>Water &amp; Sewer Infrastructure</b>	5-75 Years
<b>Other Infrastructure</b>	20-75 Years
<b>Land</b>	Not Depreciated

## ANNUAL REVIEW AND BUDGET PROCESS

It is prudent to review this capital plan on an annual basis in order to assess the condition of the Village's capital assets and determine if capital asset needs have changed from the prior fiscal year. Further, the Village's financial capacity must also be analyzed on an annual basis to determine the appropriate amount for capital funding for the fiscal year and review longer-term funding needs related to the capital plan. This annual review shall be conducted prior to the kickoff of the budget, in order to integrate the capital needs with the budgetary process.

**VILLAGE OF CARPENTERSVILLE**  
**FYE 2021 – 2029**  
**CAPITAL EQUIPMENT REPLACEMENT PLAN**  
**(CERF)**



**By Year, Project/Asset Name, and Expenditure Type**

Project/Item Name	Asset Tag	VIN #	Acq. Year	Fund Source	Department	2021 - Salvage										
						2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
<b>FIRE DEPARTMENT</b>																
1997 ESDA Federal Siren	N/A	N/A	1997	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2004 ESDA Federal Siren	N/A	N/A	2004	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	25,000	\$ -	\$ -	\$ -	\$ -	\$ -
2005 ESDA Federal Siren	N/A	N/A	2005	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	25,000	\$ -	\$ -	\$ -	\$ -
2006 ESDA Federal Siren	N/A	N/A	2006	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30,000	\$ -	\$ -	\$ -
2021 Potential New Ambulance International Horton Ambulance	A91		2021	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	335,000
2012 Freight Liner Medtech Ambulance	A92	4P1CT0250YA000302	2012	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2000 Pierce Tower Ladder	T91	1FVACDU4CH8R7516	2000	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2008 Ford Pickup F250	S591	1FTNF21548EE40277	2006	CERF	Fire Department	\$ -	\$ -	35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2015 Ford F450 Horton Ambulance	A93	1FDUF4HT7FED45586	2015	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017 F450 Horton Ambulance	A91	1FDUF4HT4GED03121	2017	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	305,000	\$ -	\$ -	\$ -	\$ -	\$ -	330,000
2007 Pierce Engine	E92	4P1CDD1537A007439	2007	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	740,000	\$ -	\$ -	\$ -
2017 Chevrolet Tahoe	CHF9	1GNSKFEC1HR205611	2017	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	55,000	\$ -	\$ -	\$ -
2008 Flat Bottom Rescue Boat	N/A	N/A	2008	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	24,000	\$ -	\$ -
2008 Flat Bottom Rescue Boat	N/A	N/A	2008	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	24,000	\$ -	\$ -
2008 Inflatable Rescue Boat	N/A	N/A	2008	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18,000	\$ -	\$ -
2014 Ford Expedition	BAT 9	1FMJU1G54EFG63249	2014	CERF	Fire Department	\$ -	\$ -	60,000	\$ -	52,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012 Ferrara Engine	E93	44KFT4289CW22273	2012	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2008 Boat Trailer	N/A	N/A	2008	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Life Pack 15 Cardiac Monitors	N/A	N/A	N/A	CERF	Fire Department	\$ 118,168	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
StarCom Radio Switchover	N/A	N/A	N/A	CERF	Fire Department	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ -
<b>FIRE DEPARTMENT GRAND TOTAL</b>						\$ 176,939	\$ 118,771	\$ 93,771	\$ 416,172	\$ 83,771	\$ 83,771	\$ 883,771	\$ 124,771	\$ 330,000	\$ 335,000	
<b>IT DEPARTMENT</b>																
Dell EMC VxRail Servers (3)	N/A	N/A	2018	CERF	IT Department	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	100,000	\$ -	\$ -	\$ -
Copiers	N/A	N/A	2020	CERF	IT Department	\$ 64,000	\$ -	\$ -	\$ -	\$ -	108,000	\$ -	\$ -	\$ -	\$ -	\$ -
Dell Latitude 14 Rugged (6)	N/A	N/A	2017	CERF	IT Department	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	24,000	\$ -	\$ -	\$ -	\$ -
Dell Latitude 14 Rugged (12)	N/A	N/A	2016	CERF	IT Department	\$ 45,000	\$ -	\$ -	\$ -	\$ -	45,000	\$ -	\$ -	\$ -	\$ -	\$ -
Microsoft Surface Pro Tablets (11)	N/A	N/A	2016	CERF	IT Department	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	15,000	\$ -	\$ -	\$ -
Cisco Phone System	N/A	N/A	2011	CERF	IT Department	\$ -	\$ -	\$ -	250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cisco Network Switches/Routers	N/A	N/A	2017	CERF	IT Department	\$ -	\$ -	\$ -	110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Battery Backup UPS	N/A	N/A	2017	CERF	IT Department	\$ -	\$ -	\$ -	\$ -	18,000	\$ -	\$ -	\$ -	\$ -	\$ -	18,000
MS Office Licenses	N/A	N/A	2018	CERF	IT Department	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	30,000	\$ -	\$ -	\$ -	30,000
Windows OS Licenses (Per Server, includes multiple Svcs)	N/A	N/A	2017	CERF	IT Department	\$ 15,000	\$ -	\$ -	\$ -	15,000	\$ -	\$ -	\$ -	\$ -	15,000	\$ -
<b>IT DEPARTMENT GRAND TOTAL</b>						\$ 124,000	\$ 54,000	\$ 100,000	\$ 375,000	\$ 33,000	\$ 183,000	\$ 24,000	\$ 115,000	\$ 15,000	\$ 48,000	
<b>POLICE DEPARTMENT</b>																
Ford F-150 Truck	C-41	1FTRF14W58KD01504	2008	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	41,000	\$ -	\$ -	\$ -	\$ -
Ford Crown Vic Interceptor (Admin Vehicle)	C-13	2FABP7B3X122576	2011	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	43,000	\$ -	\$ -	\$ -
Ford Taurus Interceptor	C-9	1FAHP2M89DG157748	2013	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	54,440	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Taurus Interceptor	C-15	1FAHP2M80DG157749	2013	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	55,529	\$ -	\$ -	\$ -	\$ -
Ford Taurus Interceptor	C-3	1FAHP2M87DG110427	2013	CERF	Police Department	\$ 47,979	\$ -	\$ -	\$ -	\$ -	54,440	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Crown Vic Interceptor	C-20	2FABP7B7B1X122578	2011	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Crown Vic Interceptor	C-33	2FABP7B7B1X122575	2011	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Taurus Interceptor	C-6	1FAHP2M87DG157747	2013	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	54,440	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Crown Vic Interceptor	C-14	2FABP7B9B9X122579	2011	CERF	Police Department	\$ 36,005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56,640	\$ -	\$ -
Ford Explorer Interceptor	C-18	1FMSK8ARXFGA46023	2015	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56,640	\$ -	\$ -
Ford Taurus	C-24	1FAHP24W68G177749	2008	CERF	Police Department	\$ 47,979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56,640	\$ -	\$ -
Ford Taurus	C-19	1FAHP2DW48G127472	2011	CERF	Police Department	\$ 47,979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56,640	\$ -	\$ -
Ford Escape	C-2	1FMCU9DGCXK05310	2012	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56,640	\$ -	\$ -
Ford Explorer Interceptor	C-16	1FMSK8AR8FGA46022	2015	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56,640	\$ -	\$ -
Ford Explorer Interceptor	C-4	1FMSK8AR6GG19440	2016	CERF	Police Department	\$ 47,979	\$ 50,294	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	57,773	\$ -
Ford F-150 Truck	C-42	1FTMF1EM7DKF98695	2013	CERF	Police Department	\$ -	\$ 50,294	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	57,773	\$ -
Ford Taurus	C-39	1FAHP2DW7BG187438	2011	CERF	Police Department	\$ -	\$ 50,294	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	57,773	\$ -
Ford Explorer Interceptor	C-12	1FMSK8AR3GG80967	2016	CERF	Police Department	\$ -	\$ -	\$ 51,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	58,928
Ford Explorer Interceptor	C-17	1FMSK8ARVHGA94334	2017	CERF	Police Department	\$ -	\$ -	\$ 51,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	58,928
Ford Explorer Interceptor	C-31	1FMSK8AR1HGA94335	2017	CERF	Police Department	\$ -	\$ -	\$ 51,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	58,928
Ford Explorer Interceptor	C-21	1FMSK8AR7HGB33347	2017	CERF	Police Department	\$ -	\$ -	\$ -	\$ 52,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-11	1FMSK8AR6HGE30321	2017	CERF	Police Department	\$ -	\$ -	\$ -	\$ 52,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-26	1FMSK8AR1HGE30310	2017	CERF	Police Department	\$ -	\$ -	\$ -	\$ 52,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-1	1FMSK8AR9HGE29759	2017	CERF	Police Department	\$ -	\$ -	\$ -	\$ 52,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-7	1FAHP2M8XDG109563	2019	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	54,440	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-8	1FAHP2M81DG109564	2019	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	54,440	\$ -	\$ -	\$ -	\$ -	\$ -
Dash Cam System (13)	N/A	N/A	2023	CERF	Police Department	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Body Camera System	N/A	N/A	2021	CERF	Police Department	\$ 191,405	\$ 71,260	\$ 71,260	\$ 71,260	\$ 71,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
StarCom Radio Switchover	N/A	N/A	N/A	CERF	Police Department	\$ 53,266	\$ 53,266	\$ 53,266	\$ 53,266	\$ 53,266	\$ 53,266	\$ 53,266	\$ 53,266	\$ 53,266	\$ -	\$ -
<b>POLICE DEPARTMENT GRAND TOTAL</b>						\$ 472,592	\$ 275,408	\$ 398,426	\$ 333,830	\$ 124,526	\$ 325,466	\$ 192,795	\$ 339,840	\$ 173,319	\$ 176,784	
						\$ 191,916										
<b>PUBLIC WORKS DEPARTMENT</b>																
102 - 2018 FORD F250	102	1FT7X2B60JEC20413	2018	CERF/ENTERPRISE (50/50)	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	47,550
103 - 2018 FORD F250	103	1FT7X2B67JEC10378	2018	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	47,550
106 - 2016 FORD F350	106	1FD8X3B6GEC72663	2016	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	42,557	\$ -	\$ -
107 - 2015 FORD F250	107	1FTBF2B61FEB08448	2015	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	37,699	\$ -	\$ -	\$ -	\$ -
108 - 2016 FORD F350	108	1FT8W3B69GEB54627	2016	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	41,637	\$ -	\$ -	\$ -
110 - 2018 FORD F550	110	1FDUF5HYOJEC10377	2018	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	98,642
112 - 2014 FORD F550	112	1FDUFSHTOEEB70344	2014	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	75,130	\$ -	\$ -	\$ -	\$ -	\$ -
115 - 2017 INTL 7400	115	1HTWHSUT5HH732367	2017	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
117 - 2013 INTL 7400	117	1HTWHAZT1EH784793	2013	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	206,751
120 - 2020 PETERBILT 348 5-TON DUMP	120	2NP3JH8X7LM688298	2020	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
121 - 1997 INTL 4900	121	1HTSDAAN8VH439794	1997	CERF	Public Works Department	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
122 - 2005 INTL 7400	122	1HTWDAAN95J003725	2005	CERF	Public Works Department	\$ 180,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123 - 2020 PETERBILT 348 5-TON DUMP	123	2NP3JH8X8MM716708	2020	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Project/Item Name	Asset Tag	VIN #	Acq. Year	Fund Source	Department	2021 - Salvage												
						2021	Value	2022	2023	2024	2025	2026	2027	2028	2029	2030		
853 - 1997 FORD E350 BOX VAN	853	1FDKE3756VHA89225	1997	CERF	Public Works Department	\$ 55,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
856 - 2002 TENNANT 8210ES FLOOR SWEEPER	856	8210-10222	2002	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ 39,501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
857 - 2006 DAEWOOD G25E-NM LIFT TRUCK	857	KP00746	2006	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,664	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
859 - 2008 JLG 2630ES SISSOR LIFT	859	200190772	2008	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ 19,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
862 - 2012 BULL DOG FLOOR SCRUBBER	862	12010008	2012	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 - VFD's for 150HP LOW SERVICE MOTORS	N/A	N/A	2020	ENTERPRISE	Public Works Department	\$ CIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,656
SUMMA S130 T-SERIES SIGN PLOTTER	N/A	N/A	2005	CERF	Public Works Department	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRIMBLE GPS UNIT	N/A	5243498840	2010	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PUBLIC WORKS GRAND TOTAL</b>						\$ 768,411	\$ 121,000	\$ 701,836	\$ 717,454	\$ 529,461	\$ 581,026	\$ 401,601	\$ 380,125	\$ 259,013	\$ 254,097	\$ 576,786		
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>						\$ 534,000												
835 - Ford Ranger	835	1FTYR10U75PA65072	2005	CERF	Community Development Dept.	\$ -	\$ -	\$ 25,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
836 - Ford Ranger	836	1FTYR10U35P805017	2005	CERF	Community Development Dept.	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
830 - Ford Fusion	830	3FAHP06Z27R274563	2007	CERF	Community Development Dept.	\$ -	\$ -	\$ 25,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
834 - Ford Taurus	834	1FAFP53U97A139555	2007	CERF	Community Development Dept.	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,320
832 - Ford Fusion	832	3FAHP06Z47R274564	2007	CERF	Community Development Dept.	\$ -	\$ -	\$ 25,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
833 - Ford Fusion	833	3FAHP06Z69R114656	2009	CERF	Community Development Dept.	\$ -	\$ -	\$ -	\$ 26,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COMMUNITY DEVELOPMENT GRAND TOTAL</b>						\$ 60,000	\$ -	\$ 51,800	\$ 26,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,320
<b>VILLAGE TOTALS</b>						\$ 1,601,942	\$ -	\$ 1,201,815	\$ 1,336,051	\$ 1,654,463	\$ 822,323	\$ 993,838	\$ 1,480,691	\$ 838,624	\$ 772,416	\$ 1,153,890		

VILLAGE OF CARPENTERSVILLE  
 MAJOR CAPITAL IMPROVEMENTS  
 Fiscal Year Ending December 31, 2021

Project #	Project Name	Capital Expense Type	FY2021 Budget	Fund
70133	Rt. 31 & Huntley	PROFESSIONAL SERVICE	\$84,123.00	Capital Improvement Fund
70133	Rt. 31 & Huntley	PHASE II ENGINEERING	\$315,000.00	Capital Improvement Fund
70133	Rt. 31 & Huntley	PHASE III ENGINEERING	\$533,050.00	Capital Improvement Fund
70133	Rt. 31 & Huntley	PHASE III CONSTRUCTION	\$742,179.00	Capital Improvement Fund
70184	HUNTLEY ROAD (ELM TO VIL. LIMITS)	PHASE III CONSTRUCTION	\$1,660,307.00	Capital Improvement Fund
70188	CARPENTER CREEK STORMWATER IMPROVE	PHASE III CONSTRUCTION	\$22,075.00	Capital Improvement Fund
72018	BOLZ ROAD	PHASE II ENGINEERING	\$5,843.00	Capital Improvement Fund
72018	BOLZ ROAD	PHASE III ENGINEERING	\$210,000.00	Capital Improvement Fund
72018	BOLZ ROAD	PHASE III CONSTRUCTION	\$545,000.00	Capital Improvement Fund
72019	KEITH ANDRES STORMWATER	PHASE III ENGINEERING	\$5,000.00	Capital Improvement Fund
72019	KEITH ANDRES STORMWATER	PHASE III CONSTRUCTION	\$197,430.00	Capital Improvement Fund
72020	WAKEFIELD DRAINAGE STUDY	PHASE I ENGINEERING	\$50,000.00	Capital Improvement Fund
72020	WAKEFIELD DRAINAGE STUDY	PHASE II ENGINEERING	\$97,456.00	Capital Improvement Fund
72020	WAKEFIELD DRAINAGE STUDY	PHASE III ENGINEERING	\$140,000.00	Capital Improvement Fund
72020	WAKEFIELD DRAINAGE STUDY	PHASE III CONSTRUCTION	\$1,275,000.00	Capital Improvement Fund
72020	WAKEFIELD DRAINAGE STUDY	ROW ACQUISITION	\$40,000.00	Capital Improvement Fund
72021	KINGS/AMARILLO/ALAMEDA DRAINAGE	PHASE II ENGINEERING	\$103,320.00	Capital Improvement Fund
72021	KINGS/AMARILLO/ALAMEDA DRAINAGE	ROW ACQUISITION	\$100,000.00	Capital Improvement Fund
72023	MILLER ROAD TRAFFIC IMPROVEMENTS	PHASE III CONSTRUCTION	\$25,000.00	Capital Improvement Fund
72029	POLK/SANITARY SEWER IMPROVEMENTS	PHASE III ENGINEERING	\$94,500.00	Capital Improvement Fund
72029	POLK/SANITARY SEWER IMPROVEMENTS	PHASE III CONSTRUCTION	\$414,750.00	Capital Improvement Fund
72032	HILLSIDE STREET/HIGHLAND AVENUE IMP	PHASE I ENGINEERING	\$220,000.00	Capital Improvement Fund
72033	LAKE MARIAN ROAD FLOOD MAP REVISION	PROFESSIONAL SERVICE	\$30,389.00	Capital Improvement Fund
72035	EAST SIDE RESURFACING	PHASE III CONSTRUCTION	\$1,300,000.00	Capital Improvement Fund
72036	LAKE MARIAN ROAD RESURFACING	PHASE III CONSTRUCTION	\$455,000.00	Capital Improvement Fund
72037	HELM ROAD RESURFACING	PHASE III CONSTRUCTION	\$550,000.00	Capital Improvement Fund
72038	EAST SIDE HIGH CAPACITY INLET	PHASE II ENGINEERING	\$3,600.00	Capital Improvement Fund
72038	EAST SIDE HIGH CAPACITY INLET	PHASE III CONSTRUCTION	\$125,000.00	Capital Improvement Fund
72039	NEWPORT COVE CREEK IMPROVEMENT	PHASE II ENGINEERING	\$13,178.00	Capital Improvement Fund
72039	NEWPORT COVE CREEK IMPROVEMENT	PHASE III ENGINEERING	\$12,000.00	Capital Improvement Fund
72039	NEWPORT COVE CREEK IMPROVEMENT	PHASE III CONSTRUCTION	\$75,000.00	Capital Improvement Fund
72044	BOLZ ROAD FLASH PED BEAC PHIII CON	PHASE III CONSTRUCTION	\$40,000.00	Capital Improvement Fund
72046	PCI UPDATE	PHASE II ENGINEERING	\$26,000.00	Capital Improvement Fund
72047	LW BESINGER DRIVE PHI ENG	PHASE I ENGINEERING	\$50,000.00	Capital Improvement Fund
72049	LINCOLN AVE N & S RESURFACE PH III	PHASE III CONSTRUCTION	\$360,000.00	Capital Improvement Fund
72050	LINCOLNWOOD MANOR RD IMPROVEMENTS	PHASE III ENGINEERING	\$225,000.00	Capital Improvement Fund
72051	CIP UPDATE	PHASE II ENGINEERING	\$45,000.00	Capital Improvement Fund
73010	ANNUAL CDBG MFT RESURFACING	PHASE III CONSTRUCTION	\$507,000.00	Capital Improvement Fund
95002	OLD TOWN TIF	PHASE II ENGINEERING	\$91,201.00	Capital Improvement Fund
			<b>\$10,788,401.00</b>	
70133	Rt. 31 & Huntley	PHASE III CONSTRUCTION	\$1,076,308.00	Water and Sewer Fund
70133	Rt. 31 & Huntley	PHASE III CONSTRUCTION	\$462,463.00	Water and Sewer Fund
72018	BOLZ ROAD	PHASE III CONSTRUCTION	\$130,000.00	Water and Sewer Fund
72020	WAKEFIELD DRAINAGE STUDY	PHASE III CONSTRUCTION	\$125,000.00	Water and Sewer Fund
72029	POLK/SANITARY SEWER IMPROVEMENTS	PHASE II ENGINEERING	\$59,990.00	Water and Sewer Fund
72029	POLK/SANITARY SEWER IMPROVEMENTS	PHASE III CONSTRUCTION	\$241,500.00	Water and Sewer Fund
72029	POLK/SANITARY SEWER IMPROVEMENTS	PHASE III CONSTRUCTION	\$220,500.00	Water and Sewer Fund
72040	IL-25 STANDPIPE FENCING PHIII CON	PHASE III CONSTRUCTION	\$45,000.00	Water and Sewer Fund
72048	OLD TOWN 1A & S LINCOLN LEAD SERVIC	PHASE II ENGINEERING	\$26,000.00	Water and Sewer Fund
72053	OLD TOWN LEAD SVC AG & PH II ENG	PHASE II ENGINEERING	\$150,000.00	Water and Sewer Fund
80509	SEWER LINING	IMPROVEMENTS	\$250,000.00	Water and Sewer Fund
			<b>\$2,786,761.00</b>	
Total Major Capital Improvements			<b>\$13,575,162.00</b>	

VILLAGE OF CARPENTERSVILLE  
 PROJECT NUMBERS AND NAMES  
 Fiscal Year Ending December 31, 2021

<b>Project Code</b>	<b>Description</b>
70133	Rt. 31 & Huntley
70184	HUNTLEY ROAD (ELM TO VIL. LIMITS)
70188	CARPENTER CREEK STORMWATER IMPROVE
72018	BOLZ ROAD
72019	KEITH ANDRES STORMWATER
72020	WAKEFIELD DRAINAGE STUDY
72021	KINGS/AMARILLO/ALAMEDA DRAINAGE
72023	MILLER ROAD TRAFFIC IMPROVEMENTS
72029	POLK/SANITARY SEWER IMPROVEMENTS
72032	HILLSIDE STREET/HIGHLAND AVENUE IMP
72033	LAKE MARIAN ROAD FLOOD MAP REVISION
72035	EAST SIDE RESURFACING
72036	LAKE MARIAN ROAD RESURFACING
72037	HELM ROAD RESURFACING
72038	EAST SIDE HIGH CAPACITY INLET
72039	NEWPORT COVE CREEK IMPROVEMENT
72040	IL-25 STANDPIPE FENCING PHIII CON
72044	BOLZ ROAD FLASH PED BEAC PHIII CON
72046	PCI UPDATE
72047	LW BESINGER DRIVE PHI ENG
72048	OLD TOWN 1A & S LINCOLN LEAD SERVIC
72049	LINCOLN AVE N & S RESURFACE PH III
72050	LINCOLNWOOD MANOR RD IMPROVEMENTS
72051	CIP UPDATE
72053	OLD TOWN LEAD SVC AG & PH II ENG
73010	ANNUAL CDBG MFT RESURFACING
80509	SEWER LINING
95002	OLD TOWN TIF

# VILLAGE OF CARPENTERSVILLE BUDGET GLOSSARY

**ACCRUAL BASIS:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.

**ACCRUED EXPENSES:** Expenses incurred but not due until a later date.

**ACTIVITY:** A specified and distinguishable line of work performed by a Division.

**ASSESSED VALUATION:** A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Kane County Assessor's Office.)

**AUDIT:** An examination of an organizations' financial statements and the utilization of resources.

**BOND:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate.

**BOND RATING:** An assessment of the likelihood that a bond issuer will pay the interest on its debt on time. Bond ratings are assigned by independent agencies, such as Moody's Investors Service and Standard & Poor's. Ratings range from AAA or Aaa (highest) to D (in default). Bonds rated below B are not investment grade and are called high-yield or junk bonds. Since the likelihood of default is greater on such bonds, issues are forced to pay higher interest rates to attract investors. Carpentersville is rated as an Aa2 community by Moody's Investors Service.

**BONDED DEBT:** Portion of indebtedness represented by outstanding bonds.

**BALANCED BUDGET:** A balanced budget is achieved when operating expenditures are less than or equal to operating revenues. The Village strives to maintain a sustainable, balanced budget.

**BUDGET:** A fiscal plan showing estimated expenditures, revenue, and service levels for a specific fiscal year.

**BUDGET ADJUSTMENT:** Legal procedure utilized by the Village staff and Board to revise an adopted budget. The Village of Carpentersville has a written budget adjustment policy that allows adjustments in accordance with the Village Code.

**BUDGET CALENDAR:** The schedule of key dates or milestones, which the Village departments follow in the preparation, adoption and administration of the budget.

**BUDGET DOCUMENT:** Instrument used by the budget-making authority to present a comprehensive financial plan of operations to the Village Board.

**BUDGET MESSAGE:** The opening section of the budget document, which provides the Village Board and the public with a general summary of the most important aspects of the budget, including current and previous fiscal years, and the views and recommendations of the Village Manager.

**BUDGETARY CONTROL:** The control or management of a governmental or enterprise fund in accordance with an approved budget to keep expenditures within available revenue

**CERF:** Capital Equipment Replacement Fund. This fund is used to accumulate resources for the repair and replacement of governmental heavy equipment and vehicles.

**CAPITAL EXPENDITURE (ALSO KNOWN AS CAPITAL OUTLAY):** Refers to the purchase of land, buildings, and other improvements and also the purchase of machinery and equipment items which have an estimated useful life of three years or more and belong to the classes of property commonly considered as fixed assets.

**CAPITAL IMPROVEMENT PLAN:** A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

**CAPITAL IMPROVEMENT PLAN BUDGET:** A Capital Improvement Program budget is a separate budget from the operating budget. Items in the plan are usually construction projects designed to improve the value of government assets.

**CAPITAL PROJECT:** A specific identifiable improvement or purpose for which expenditures are proposed within the capital budget or capital improvement plan. Examples of capital improvement projects include new roads, sewer lines, buildings, operating systems, and large scale remodeling.

**CAPITAL PROJECT FUND:** A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

**CASH BASIS:** A basis of accounting under which transactions are recognized only when cash changes hands.

**COMMODITIES:** All expenditures for materials, parts, supplies and commodities, except those incidentally used by outside firms performing contractual services for the Village.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG):** Federal funds made available to municipalities specifically for community revitalization.

Funds may be used by internal Village departments, or distributed to outside organizations located within the Village's boundaries.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.

**CONTINGENCY:** A budgetary reserve, set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**CONTRACTUAL SERVICES:** Expenditures for services which are obtained by an express or implied contract. Major types of contractual services are: (1) advertising and printing; (2) maintenance and repair services; (3) public utility services; and (4) training.

**DEBT SERVICE:** The Village's obligation to pay the principal and interest on all bonds and other debt instruments according to a pre-determined payment schedule.

**DEBT SERVICE FUND:** A fund established to account for the accumulation of resources for the payment of principal and interest on long term debt.

**DEFICIT:** The excess of the liabilities of a fund over its assets; or the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

**DEPARTMENT:** Administrative subsection of the Village that indicates management responsibility for an operation.

**DEPRECIATION:** That portion of the cost of a capital asset that is charged as an expense during a particular period. This is a process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the loss of usefulness of a fixed asset is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**DISTINGUISHED BUDGET AWARD:** A voluntary program administered by the Government Finance Officers Association to encourage governments to publish well-organized and easily-readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

**DIVISION:** A subsection of a Department within the Village.

**ENTERPRISE FUND:** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EXPENDITURES:** This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained, regardless of when the expense is actually paid.

**EXPENSES:** A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FEMA:** Federal Emergency Management Agency.

**FICA:** Federal Insurance Contribution Act, the name of the piece of federal legislation that established the Social Security payroll tax. The current FICA tax rate is 15.3%. The employee and employer each pay 6.20% in Social Security and 1.45% in Medicare costs.

**FISCAL YEAR (FY):** The time period designating the beginning and ending period for recording financial transactions. The Village of Carpentersville moved to a calendar year fiscal year beginning in FY2016. The Village had a short fiscal year in the 8-month period of May 1, 2015 – December 31, 2015 to make the change.

**FIXED ASSETS:** Assets of a long term character which are intended to continue to be held or used, such as land, buildings, machinery and equipment.

**FRANCHISE FEE:** The fee paid by public service businesses for use of Village streets, alleys, and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas, and cable television.

**FULL ACCRUAL BASIS:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.

**FUND:** An accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenues and expenditures.

**FUND ACCOUNTING:** A governmental accounting system that is organized and operated on a fund basis.

**FUND BALANCE:** The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an “unreserved fund balance.”

**FUND TYPE:** In governmental accounting, all funds are classified into seven fund types: General, Special Revenue, Debt Services, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

**GENERAL FUND:** The largest fund within the Village, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services such as fire and police protection, parks, recreation and community services, public works, community development, and general administration.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):** Uniform minimum standard of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. They encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and

procedures. They provide a standard by which to measure financial presentations.

**GENERAL OBLIGATION (GO) BONDS:** Bonds that finance public projects such as streets, infrastructure, and municipal facilities. The repayment of these bonds is made from property taxes and alternate revenue sources such as telecom tax,

and these bonds are backed by the full faith and credit of the issuing government.

**GFOA:** Government Finance Officers Association.

**GRANT:** A contribution by a government or other organization to support a particular function. Typically, these contributions are made to local governments from the state and federal governments.

**IDOT:** Illinois Department of Transportation.

**IEPA:** Illinois Environmental Protection Agency.

**ILCS:** Illinois Compiled Statutes. The Village is subject to 65 ILCS 5/ Illinois Municipal Code.

**IML:** Illinois Municipal League, an organization that works for the benefit of municipalities, promoting competence and integrity in administration of municipal government. This organization also advocates for municipalities at the state and federal level.

**IMRF:** Illinois Municipal Retirement Fund, a pension plan for employees of member local government units within the State of Illinois.

**INCOME:** A term used in proprietary fund type accounting to represent revenues, or the excess of revenues over expenses.

**INFRASTRUCTURE:** The underlying permanent foundation or basic framework.

**INTEREST INCOME:** The earnings from available funds invested during the year.

**INTERFUND TRANSFER:** Amounts transferred from one fund to another.

**INTERNAL SERVICE FUND:** Fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

**INVESTMENTS:** Securities held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**LEVY:** To impose taxes for the support of Village services.

**LIABILITIES:** Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

**LONG-TERM DEBT:** Debt with a maturity of more than one year after the date of issuance.

**MABAS:** Mutual Aid Box Alarm System. This system was established to provide a swift, standardized and effective method of mutual aid assistance for extra alarm fires and mass casualty incidents. The MABAS system is divided into over 20 Divisions from the communities along I-53 and the Northwest Tollway corridor.

**MAINTENANCE:** All materials or contract expenditures covering repair and upkeep of Village buildings, machinery and equipment, systems, and land.

**MFT:** Motor Fuel Tax, represents revenues for the Village's share of gasoline taxes, allotted by the state for street improvements.

**MODIFIED ACCRUAL BASIS:** The accrual basis of accounting adapted to the governmental fund type spending measurement focus.

Under it, revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger than normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if offset by interest earnings on special assessment levies, and (5) principal and interest on long-term debt which are generally recognized when due.

**MOODY'S INVESTMENT RATING SERVICE:** An independent agency that analyzes the financial credit ratings of organizations. These ratings are based on debt issuance and carry a three letter coding. The Village possesses an Aa2 rating.

**MUNICIPAL:** Of or pertaining to a Village or its government.

**OBJECTIVES:** The objectives in the performance area of the budget are statements of one-time projects. These statements are intended to address either a new service or project, or a significant change in focus or priority in response to a special community need or Village effort to improve productivity. Objectives are generally limited to one fiscal year.

**OPERATING BUDGET:** A financial plan outlining the estimated revenues and expenditures and other information for a specific period (usually a fiscal year). The “proposed budget” is the financial plan presented by the Village Manager for consideration by the Village Board, and the “adopted budget” is the financial plan ultimately approved and authorized by the Village Board.

**OPERATING EXPENSES:** Proprietary fund expenses that are directly related to the fund’s primary service activities.

**OPERATING INCOME:** The excess of proprietary fund operating revenues over operating expenses.

**OPERATING REVENUES:** Proprietary fund revenues that are directly related to the fund’s primary service activities. They consist primarily of user charges for services.

**PER CAPITA COSTS:** The cost of service per person. Per capita costs in Carpentersville are based on a 37,691 estimated population provided by the 2010 Census.

**PROPERTY TAXES:** Used to describe all revenues received in a period from current property taxes, delinquent taxes, penalties, and interest on delinquent taxes.

**PUBLIC HEARING:** The portions of open meetings held to present evidence and provide information on both sides of an issue.

**RESERVE:** An account used to indicate that a portion of fund balance is restricted for a specific purpose. An account used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure.

A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

**REVENUES:** All amounts of money earned or received by the Village from external sources. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**REVENUE BONDS:** Bonds whose principal and interest are payable exclusively from a revenue source pledged as the payment source before issuance.

**SALES TAXES:** The Village receives two types of sales taxes – one from the state and the other from a home-rule sales tax. The state tax rate is 1% and the local home rule sales tax rate is 2%.

**SUSTAINABLE BUDGET:** One in which operating revenues are equal to or greater than operating expenditures. In addition, a sustainable budget does not rely on interfund transfers to fund operations and does not consider the issuance of debt when creating a budget.

TAX LEVY: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TAX RATE: A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include charges for services rendered only to those paying such charges; for example, sewer service charges.

TIF: Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real property located within a defined investment zone.

The tax increments are paid into the TIF fund and used to pay project costs within the zone, including any debt service obligations.

TRUST AND AGENCY FUNDS: Funds created to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include pension trust funds and agency funds.

USER CHARGES: The payment of a fee for direct receipt of a public service by the party benefiting from the service.

VILLAGE BOARD: The Village President and six (6) Trustees collectively acting as the legislative and policy making body of the Village.

**ORDINANCE NO. 20 - 34**

**AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE  
VILLAGE OF CARPENTERSVILLE, ILLINOIS, FOR THE FISCAL YEAR  
BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021**

**WHEREAS**, the Village has previously adopted Sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.1 through 8-2-9.10 ("***State Budget Law***") by a two-thirds majority vote of the Board of Trustees then holding office, in accordance with Section 8-2-9.1 of the State Budget Law; and

**WHEREAS**, pursuant to Chapter 2.32 of the Carpentersville Municipal Code, as amended, the Village President and Board of Trustees have designated the Village Finance Director as the Budget Officer for the Village; and

**WHEREAS**, the Budget Officer has proposed to the corporate authorities a tentative budget for the Village's fiscal year commencing January 1, 2021, and ending December 31, 2021 ("***FY 2021***"), as required by Section 8-2-9.3 of the Illinois Municipal Code; and

**WHEREAS**, after proper notice being given, the President and Board of Trustees held a public hearing on December 1, 2020, to obtain public comment on the tentative annual budget for the Village for FY 2021; and

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Carpentersville, Kane County, Illinois, as follows:

**SECTION 1: RECITALS.**

The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the Village President and Board of Trustees.

**SECTION 2: APPROVAL OF FY "2021" BUDGET.**

The President and Board of Trustees hereby approve an annual budget for the Village of Carpentersville, Kane County, Illinois, for the fiscal year beginning January 1, 2020, and ending December 31, 2020, in the total amount of \$77,522,619 and in the form attached to and, by this reference, made a part of this Ordinance as **Exhibit A ("*FY 2021 Budget*")**.

**SECTION 3: FILING OF APPROVED BUDGET.**

The Village Clerk is hereby authorized and directed to file a certified copy of this Ordinance, together with a full and complete copy of the FY 2021 Budget approved pursuant to this Ordinance, with the Office of the Kane County Clerk in accordance with the provisions of the statutes of the State of Illinois.

**SECTION 4: SEVERABILITY.**

If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

**SECTION 5: EFFECTIVE DATE.**

This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Motion made by Trustee Andresen, seconded by Trustee Vela, that the Ordinance be passed.

**ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES** of the Village of Carpentersville, Illinois at a regular meeting thereof held on the 1<sup>st</sup> day of December, 2020, pursuant to a roll call vote as follows:

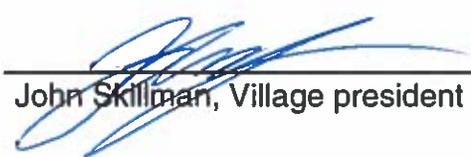
AYE: 7 (Garcia, Malone, O'Sullivan, Andresen, Frost, Vela, and Skillman)

NAYS: 0

ABSENT: 0

**APPROVED** by me this 1st day of December, 2020.



  
\_\_\_\_\_  
John Skillman, Village president

  
\_\_\_\_\_  
Kelly Mastera, Village Clerk

